# **CHAPTER 3:**

# **DRAWING FUNDS**

Drawing Funds Chapter Overview

#### **PURPOSE**

In this chapter, you will learn how to use the ASAP system to draw Federal funds.

#### REVIEW

- All funds in the ASAP system reside in ASAP Accounts.
- The structure of each ASAP Account includes the **Federal Agency** providing the funds, the **Recipient Organization** which ultimately uses the funds, and an **Account ID**, assigned by the Federal Agency when it establishes the ASAP Account, to identify what the account is for.

In the ASAP system,

- Each Federal Agency is identified by an eight-digit **Agency Location Code** and, optionally, a two-character **Region Code**.
- Each Recipient Organization is identified by a seven-digit **Recipient ID**.
- Each **Account ID** is from 1 through 20 letters and/or numbers. The Account ID may be at, above, or below the program or grant level.

To specify an ASAP Account from which to draw funds, you must indicate a valid combination of

# Agency Location Code/Region + Recipient ID + Account ID.

There is one more number you need in order to draw funds: the seven-digit **Requestor ID** assigned to your organization, which you use to sign on to ASAP.

#### **DRAWING FUNDS**

- To begin drawing funds (making payment requests), you need to specify the following:
  - 1 What screens you want to use to make your request;
  - 2 What you want the payment sent to the financial institution to look like; and
  - 3 When you want ASAP to send the funds to your financial institution.
- 1 <u>ASAP Request Processes</u>: You will choose one of the following options from Payment Request Processing Menu:
- Master Payment Request screens: Request funds from a master list of all the ASAP Accounts from which you are allowed to draw. You will see the ASAP Accounts automatically displayed by the system and organized by Federal Agency and Recipient Organization.
- ► **Template Payment Request** screens: Draw funds from a list of ASAP Accounts you have **custom-built** yourself from the master list.
- 2 Payment Packaging: Choose one of these two options:
- Individual payments, which means a separate transfer of funds to your financial institution for EACH draw against EACH ASAP Account.

  Choose individual payments if you want to:
  - receive same-day payment (via FEDWIRE); or
  - have each ACH payment appear as a separate deposit to your bank account.

The individual packaging option allows payment requestors to assign a different **Requestor Reference Number** of their own choosing to each payment.

- Summary payments, which means ONE transfer of funds to your financial institution for draws from multiple ASAP Accounts potentially encompassing multiple Federal Agencies and/or Recipient Organizations. Choose summary payments if you want to:
  - Consolidate draws from several ASAP Accounts into one deposit to your bank account.

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Only ACH payments may be summary payments.

The summary packaging option allows payment requestors to assign one **Requestor Reference Number** of their own choosing to the entire summary payment. Each draw within the summary payment would then carry the same Requestor Reference Number in the accompanying remittance information.

- 3 Settlement of funds: Again, there are two options:
- **Same-day** payment. Funds settle at your financial institution within minutes after your request is made and approved in ASAP. You may request same-day payments from 8:30 AM Eastern time through 5:45 PM Eastern time. Check with your financial institution for the availability of funds.

**NOTE:** There is a cost associated with receiving FEDWIRE payments, and you should check with your bank and/or Treasurer's office to see if requesting FEDWIRE payments is the best option for you.

All same-day ASAP payments are made via FEDWIRE. There is limited remittance information transmitted with each FEDWIRE payment. Consult the **ASAP Payments Format Package** for more information.

**ACH** payment. Funds settle on the morning of the next business day after your request is made and approved in ASAP. You may request ACH payments from 8:30 AM Eastern time through 11:59 PM Eastern time for settlement the following business day. Check with your financial institution for availability of funds.

ACH payments may be warehoused in the ASAP system to settle up to 32 days from the date of the payment request. Payment requests may only be warehoused for ACH transactions. Payment warehousing is available through both Master Payment Request and Template Payment Request Processing. Both Individual and Summary ACH payments may be warehoused. Payments may not be

warehoused to settle beyond an ASAP account's end date and available account balances are reduced upon approval of the warehoused payment request. In the event that a warehoused payment request needs to be changed, the original payment must be cancelled and a new payment request initiated (See Section 3.3, Payment Cancellation). Availability of the ASAP system payment warehousing capability is at the discretion of the Federal agency. Certain Federal programs lend themselves to the request of future dated payment requests, whereas others do not.

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Along with capability to request future dated ACH payments, users are able to cancel pending ACH payments. A pending payment is defined as either a next-day ACH payment that has been approved, but has not yet been sent to the ACH system or an approved, future dated ACH payment that has not yet been sent to the ACH system. If a payment is cancelled, the available balance(s) for the affected account(s) will be automatically updated. Users have immediate access to these funds.

All ACH ASAP payments, whether packaged individually or as a summary payment, are made via the Automated Clearing House (ACH) in the Corporate Trade Exchange (CTX) format. All ACH payments made via ASAP carry detailed **remittance information** in the addenda of the CTX payment record. The remittance information allows for the identification of each draw from each ASAP Account which comprises the ACH payment. The remittance information is carried in a complete EDI transaction set (ANSI X12 820, version 3040) which can be processed electronically. Consult the **ASAP Payments Format Package** for more information.

! All payment requests in ASAP are **approved or rejected immediately**. The available balance of each ASAP Account affected is decreased by the amount of the request as soon as the request is approved (posted), even though the actual transfer of funds occurs later in the day, the next business day or a future date.

#### SCREEN FIELDS TO NOTE

The following fields appear on one or more of the screens in the Payment Request Processing function and are worth special mention here.

- ► **Type of Payment** This one-character field allows you to specify how you want your draws packaged. Type "S" for summary payments or "I" for individual payments.
- Settlement Date The date on which you want the funds you draw to settle at your financial institution. You must specify either the date of the next business day for ACH payments, the current date for FEDWIRE payments or the future date for warehoused payments. Note that all date fields in ASAP are four-digit fields (i.e., "1997" instead of "97").
- Requestor Reference Number an identifier of your choosing, from 1 to 15 characters, which you may assign to individual payments (FEDWIRE or ACH) or to an entire summary payment (ACH only).
- Cash on Hand an optional field for you to use as needed to indicate the amount of Federal funds in your Payment Requestor organization's bank account.

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**ASAP Sequence Number** - an identifier assigned by the ASAP system when a payment request is approved. It consists of the following:

**Date** - the date the request was approved.

**Terminal ID** - for users accessing ASAP through the Advantis network, the user ID of the person who initiated the request is captured in this part of the sequence number.

**Sequence** # - a sequential number used to identify the session during which the request was made on a given terminal and date.

**Time** - the time when the request was posted.

A "session" consists of entering and **posting** a payment request. For that reason, when you post a summary request, the system assigns one ASAP Sequence Number to the **entire** summary payment. For individual payment requests, one ASAP Sequence Number is assigned to each **page** of draws.

- 1 The ASAP Sequence Number is assigned for system purposes to uniformly identify all posted payment requests. You can use it if you feel comfortable with it; however, you may prefer to identify your payment request transactions with a Requestor Reference Number of your own choice.
- ITM # Item numbers identifying the line items (draws from ASAP Accounts) within each request session.
- **SDP Flag** abbreviation for Same Day Payment Flag. On all Individual payment request screens, this flag allows the user to confirm the settlement date. The flag defaults to "N" (for No), which indicates settlement via ACH. You must change it to "Y" (for Yes) to confirm that you want same-day settlement for a FEDWIRE request. The SDP Flag must be in agreement with the settlement date you specified. If it is not, you must change either the flag or the settlement date so that they agree.

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## **FUNCTION KEYS TO NOTE**

Function keys within ASAP allow you to navigate between screens. Some function keys are standard throughout the system - these are listed below. Other function keys only appear on certain screens and will be discussed as appropriate. Note that only available function keys are displayed to you on the screens. On some screens, function keys will not be available to you until after you have entered a value in the Action field and pressed Enter.

# **Standard Function Keys**

F2=EXIT	Allows you to exit ASAP and log off.
F3=PRMT	Takes you to the previous prompt screen.
F4=MENU	Takes you to the previous menu.
F5=MAIN	Takes you to the Main menu.
F7=PGUP	Moves you to the previous screen of data.
F8=PGDN	Moves you to the next screen of data.

## **ACTION FIELDS TO NOTE**

On the payment request screens, you will see an Action field. The Action field allows you to tell the system what to do with the data that you have keyed in on the screen. Action field values and their corresponding meaning are listed below.

Action Field Value	Result
P=POST	The system edits your entries for errors, and returns any error messages to the screen. If no errors are found, your entry is processed and the database is updated.
V=VALIDATE	The system edits your entries for errors. You are notified by screen message if there are errors and also if there are no errors. However, the entries are not processed and the database is not updated.
R=REFRESH	All data that you have entered on the screen is erased.
E=ESCAPE	Indicates that you wish to leave the screen without posting any data.
J=JUMP	When you have multiple pages of data, this allows you to specify a page to "jump" to, rather than using the F8=PGDN key or F7=PGUP key to move between pages.

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# **GETTING STARTED**

In this chapter, you will learn how to use the **MASTER** and **TEMPLATE** payment request processes. The following sections cover each screen used to make Master and Template payment requests.

In the previous chapter, you have seen how to access ASAP and get to the **Main Menu**. To draw funds, choose option #1 - **Payment Request Processing** from the Main Menu. The Payment Request Processing Menu appears. See the Example on the next page.

# **ACTION:**

Type 1 for the Payment Request Processing option and press Enter.

SPASAP SPASAP 01/08/1997 T	AUTOMATED STANDARD APPLICATION FOR MAIN MENU SELECTIONS	PAYMENTS	01/08/1997 HH:MM:SS
	<pre>&lt;1&gt; PAYMENT REQUEST PROCESSING &lt;2&gt; INQUIRY MENU &lt;3&gt; ACCOUNT/AUTHORIZATION PROCESSING &lt;4&gt; RETURNED PAYMENT PROCESSING &lt;5&gt; TABLE MAINTENANCE &lt;6&gt; FRB SUPPORT PROCESSING &lt;7&gt; REPORT REQUEST PROCESSING</pre>		
ASAP ID ORGANIZAT	TION ACCESS CODE:	ENTER SELECTION	ON NUMBER: 1 PRESS ENTER
F2=EXIT			

# **RESULT:**

The Payment Request Processing menu appears.

SP020A SP020AO 01/08/1997 T	TUA	OMATED STANDARD APPLICA PAYMENT REQUEST PI		PAYMENTS		01/08/97 HH:MM:SS
	<1> T	EMPLATE PAYMENT REQUES	r prompt			
	<2> M	IASTER PAYMENT REQUEST I	PROMPT			
	<3>	REATE PAYMENT REQUESTOR	R TEMPLATE	PROMPT		
	<4> E	SOOK ENTRY ADJUSTMENT PR	ROMPT			
	<5> F	AYMENT CANCELLATION PRO	OMPT			
				SELECTION ENTER	NUMBER:	
F2=EXIT		F5=MAIN	TRESS			

# SECTION 3.1 MASTER PAYMENT REQUESTS

#### **PURPOSE**

In this section you will learn how to use the Master Payment Request feature to create summary and individual payments.

## MASTER LISTS OF ASAP ACCOUNTS

All of the ASAP Accounts from which you as a Payment Requestor may draw funds comprise a **Master List** of accounts for your organization. You can pull up portions of your Master List by specifying the Federal Agency providing the funds and the Recipient Organization using the funds; in other words, by specifying two of the three component parts of the ASAP Account. The system will automatically display all Account IDs associated with that combination. You can then scroll through the Account IDs and request funds from any or all that you need, packaging your requests as either individual payments (one account, one payment) or summary payments (many accounts, one payment).

If you draw funds from only **one Federal Agency** for only **one Recipient Organization**, there is only one Federal Agency-Recipient Organization combination you can specify.

If you draw funds from **multiple Federal Agencies** for only **one Recipient Organization**, you can easily pull up a different portion of your Master List of ASAP Accounts just by specifying a different Federal Agency.

The Examples in this section will illustrate how to draw funds in the scenarios described above using the Master Payment Request feature. To get to the starting point for each Example, follow the step on the next page.

## **ACTION:**

On the Payment Request Processing Menu, select menu option 2 for the Master Payment Request Prompt and press Enter.

SP020A AUTOMATED STANDARD APPLICATION FOR PAYMENTS 01/08/97 SP020AO PAYMENT REQUEST PROCESSING HH:MM:SS 01/08/1997 T <1> TEMPLATE PAYMENT REQUEST PROMPT <2> MASTER PAYMENT REQUEST PROMPT <3> CREATE PAYMENT REQUESTOR TEMPLATE PROMPT <4> BOOK ENTRY ADJUSTMENT PROMPT <5> PAYMENT CANCELLATION PROMPT ENTER SELECTION NUMBER: 2 PRESS ENTER F2=EXIT F5=MAIN

#### **RESULT:**

The Master Payment Request Prompt appears.

SP025C AUTOMATED STANDARD APPLICATION FOR PAYMENTS 01/08/97 SP025CO MASTER PAYMENT REQUEST PROMPT SCREEN HH:MM:SS 01/08/1997 T REQUESTOR ID: 0101234 TYPE OF PAYMENT: (I OR S) SETTLEMENT DATE: REQUESTOR REFERENCE NUMBER: PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS: RECIPIENT ID: AGENCY LOCATION CODE/REGION: CASH ON HAND: F4=MENU F5=MAIN

# **SECTION 3.1.1**

# MASTER PAYMENT REQUESTS: SUMMARY PAYMENTS

#### **GUIDE TO EXAMPLES**

The following pages contain examples of how to use the Master Summary Payment Request to draw funds.

Recall that all summary payment requests result in a single ACH payment - regardless of how many accounts, from how many Federal Agencies and on behalf of how many Recipient Organizations you request funds.

- **All requestors** should follow EXAMPLE 1 to see how the basic functions of this feature work.
- If you are a requestor who draws from multiple Federal Agencies, follow EXAMPLE 2 for how to build a single summary payment for requests from more than one Federal agency.

## **NOTE:**

- ACH payments may be warehoused for future settlement from the Master Payment Request option, follow Example 2 to see how a payment is warehoused for future settlement.
- In the event that a Master request for a warehoused payment includes funds from more than one Federal Agency, all of the accounts in question must permit payment warehousing.

# **EXAMPLE ONE**

Using the **Master Summary** Request feature, we will draw funds from one Federal Agency on behalf of one Recipient Organization, selecting from MORE THAN one screen of Account IDs. We are requesting ACH payments.

- One Federal Agency
- One Recipient Organization
- ► MORE THAN one screen of accounts
- ACH payment

## **STEP 1 - ACTION:**

Fill in the prompt screen and press Enter.

```
SP025C
                AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                      01/08/97
SP025C0
                   MASTER PAYMENT REQUEST PROMPT SCREEN
                                                                     HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234
TYPE OF PAYMENT: S (I OR S)
SETTLEMENT DATE: 01/09/1997
REQUESTOR REFERENCE NUMBER: 012345678910123
PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION: 11000001
CASH ON HAND:
                   F4=MENU F5=MAIN
```

## **STEP 1 - RESULT:**

The request entry screen appears with all Account IDs associated with the Federal Agency - Recipient Organization combination specified on the prompt. Each page can display up to 10 account IDs, and we have 2 pages of accounts in this example. You know this because you are on Page 1 of 2, and you have an F8=PGDN (page down) function key displayed.

```
SP030E
                AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                    01/08/97
                SUMMARY PAYMENT REQUEST MASTER ENTRY SCREEN
SP030E0
                                                                   HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234
                                                         PAGE
                                                                1 OF
                                                                          2
SETTLEMENT DATE: 01/09/1997
                                                         TYPE OF PAYMENT: S
REQUESTOR REFERENCE NUM: 012345678910123
RECIPIENT ID: 0101111
                              TOTAL AMOUNT REQUESTED:
AGENCY LOCATION CODE/REGION: 11000001
                                      CASH ON HAND:
ASAP SEQUENCE NUMBER:
     ACCOUNT ID AVAILABLE BALANCE
                                                        AMOUNT REQUESTED ITM #
 F1R10001
 F1R10002
 F1R10003
 F1R10004
 F1R10005
 F1R10006
 F1R10007
 F1R10008
 F1R10009
 F1R10010
ACTION:
           (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                                            F9=ALC F10=RO
                                                   F8=PGDN
```

**STEP 2 - ACTION:** 

Enter the TOTAL AMOUNT REQUESTED, which will be the amount of the summary payment, then enter the AMOUNT REQUESTED from each desired Account ID on this page. If desired,

you may type a V in the ACTION field and press Enter to validate this page and see the prerequest available balances. Here we will use the F8=PGDN function key to page down to the rest of the accounts.

```
SP030E
                AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                     01/08/97
SP030EO
                SUMMARY PAYMENT REQUEST MASTER ENTRY SCREEN
                                                                     HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234
                                                          PAGE
                                                                   1 OF
                                                                            2
SETTLEMENT DATE: 01/09/1997
                                                          TYPE OF PAYMENT: S
REQUESTOR REFERENCE NUM: 012345678910123
RECIPIENT ID: 0101111 TOTAL AMOUNT REQUESTED:
                                                        9000
AGENCY LOCATION CODE/REGION: 11000001
                                       CASH ON HAND:
ASAP SEQUENCE NUMBER:
     ACCOUNT ID
                       AVAILABLE BALANCE
                                                          AMOUNT REQUESTED ITM #
 F1R10001
 F1R10002
                                                           1000
 F1R10003
 F1R10004
 F1R10005
 F1R10006
                                                           2000
 F1R10007
 F1R10008
                                                           3000
 F1R10009
 F1R10010
             (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
ACTION:
                                                     F8=PGDN
                                                              F9=ALC
                                                                     F10=R0
```

#### STEP 2 - RESULT:

The second page of Account IDs for this Federal Agency - Recipient Organization combination appears. Note that you are on Page 2 of 2, and the F7=PGUP function key is displayed.

```
SP030E
                AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                     01/08/97
SP030EO
                SUMMARY PAYMENT REQUEST MASTER ENTRY SCREEN
                                                                     HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234
                                                          PAGE
                                                                   2 OF
SETTLEMENT DATE: 01/09/1997
                                                          TYPE OF PAYMENT: S
REQUESTOR REFERENCE NUM: 012345678910123
RECIPIENT ID: 0101111
                             TOTAL AMOUNT REQUESTED: $9,000.00
AGENCY LOCATION CODE/REGION: 11000001
                                       CASH ON HAND:
ASAP SEQUENCE NUMBER:
     ACCOUNT ID AVAILABLE BALANCE
                                                         AMOUNT REQUESTED ITM #
 F1R10011
 F1R10012
 F1R10013
 F1R10014
 F1R10015
ACTION:
             (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                            F7=PGUP
                                                         F9=ALC F10=RO
I0034
       DATA ON PREVIOUS SUMMARY SCREEN SAVED
```

#### **STEP 3 - ACTION:**

Enter the AMOUNT REQUESTED from each desired Account ID on this page. Type a P in the ACTION field and press Enter to post the summary request. When posting a summary request from any page of a master list, you post all of the component requests together to form one single ACH payment to your financial institution. You DO NOT post each page on which you entered requests.

```
SP030E
                                                                       01/08/97
                 AUTOMATED STANDARD APPLICATION FOR PAYMENTS
SP030EO
                 SUMMARY PAYMENT REQUEST MASTER ENTRY SCREEN
                                                                       HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234
                                                                     2 OF
                                                                              2
                                                            PAGE
                                                            TYPE OF PAYMENT: S
SETTLEMENT DATE: 01/09/1997
REQUESTOR REFERENCE NUM: 012345678910123
RECIPIENT ID: 0101111 TOTAL AMOUNT REQUESTED: $9,000.00
AGENCY LOCATION CODE/REGION: 11000001 CASH ON HAND:
ASAP SEQUENCE NUMBER:
      ACCOUNT ID AVAILABLE BALANCE
                                                           AMOUNT REQUESTED ITM #
  F1R10011
  F1R10012
                                                             2000
  F1R10013
  F1R10014
                                                             1000
  F1R10015
ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                             F7=PGUP
                                                           F9=ALC F10=RO
I0034
       DATA ON PREVIOUS SUMMARY SCREEN SAVED
```

## **STEP 3 - RESULT:**

You are returned to the **first** page of accounts, with updated available balances.

SP030E	AUTOMATED STANDARD APPLICATION	FOR PAYMENTS	01/08/	97
SP030EO	SUMMARY PAYMENT REQUEST MASTER			
01/08/1997 T	01024	DAGE	1 08	•
SETTLEMENT DATE:	01234 SUMMARY POSTED		T OF PAYMENT:	
	NCE NUM: 012345678910123	TIPE OF	PAIMENI.	5
RECIPIENT ID: 01	01111 TOTAL AMOUNT REQ CODE/REGION: 11000001 CASH (		)	
	MBER: 01/08/1997 E1QP120V 0000			
ACCOUNT ID	AVAILABLE BALANCE	AMOUNT	REQUESTED	ITM #
F1R10001				
F1R10002				
F1R10003	\$499,000.00	\$	\$1,000.00	01
F1R10004				
F1R10005				
F1R10006	****			
F1R10007	\$498,000.00	\$	32,000.00	02
F1R10008 F1R10009	\$497,000.00		3,000.00	03
F1R10009 F1R10010	\$497,000.00	,	3,000.00	03
	POST, V=VALIDATE, R=REFRESH, E=B	( DMITTT. TO A D P		
	F4=MENU F5=MAIN		F11=NW9	M
	PAYMENT REQUEST POSTED SUCCESSFU		1 11-11110	••
10015 BUMMAN	CENTER A A CENT			

## **STEP 4 - ACTION:**

Press F8=PGDN to view page 2 of the posted summary request.

SP030E AUTOMATED STANDARD APPLICATION FOR PAYMEN	ITS	01/08/97
SP030EO SUMMARY PAYMENT REQUEST MASTER ENTRY SCRI	EN	HH:MM:SS
01/08/1997 T	PAGE 1	OE 2
REQUESTOR ID: 0101234 SUMMARY POSTED SETTLEMENT DATE: 01/09/1997	TYPE OF PA	
REQUESTOR REFERENCE NUM: 012345678910123	TIPE OF PA	IMBINI. D
RECIPIENT ID: 0101111 TOTAL AMOUNT REQUESTED: S	39,000.00	
AGENCY LOCATION CODE/REGION: 11000001 CASH ON HAND:	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
ASAP SEQUENCE NUMBER: 01/08/1997 E1QP120V 000002 104022	26	
ACCOUNT ID AVAILABLE BALANCE	AMOUNT REQU	JESTED ITM #
F1R10001		
F1R10002 F1R10003 \$499,000.00	<b>41</b> 0	00.00 01
F1R10003 \$499,000.00 F1R10004	\$1,00	00.00 01
F1R10004 F1R10005		
F1R10005 F1R10006		
F1R10007 \$498,000.00	\$2.00	00.00 02
F1R10008	, , -	
F1R10009 \$497,000.00	\$3,00	00.00 03
F1R10010		
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=		
F3=PRMT F4=MENU F5=MAIN F8=PGDN	I	F11=NWSM
10043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.		

# **STEP 4 - RESULT:**

The second page appears, complete with updated available balances. **Note:** The ASAP SEQUENCE NUMBER is the same for all pages of a summary request.

	AUTOMATED STANDARD APPLICATION FOR SUMMARY PAYMENT REQUEST MASTER ENTR		
REQUESTOR ID: 01 SETTLEMENT DATE: REQUESTOR REFERE RECIPIENT ID: 01 AGENCY LOCATION	101234 SUMMARY POSTED : 01/09/1997 ENCE NUM: 012345678910123 101111 TOTAL AMOUNT REQUEST CODE/REGION: 11000001 CASH ON HA JMBER: 01/08/1997 E10P120V 000002	TYPE OF PAYMENT: TED: \$9,000.00 NND:	
~	D AVAILABLE BALANCE		ITM #
F1R10011 F1R10012 F1R10013	\$498,000.00	\$2,000.00	04
F1R10013 F1R10014 F1R10015	\$499,000.00	\$1,000.00	05
F3=PRMT	=POST, V=VALIDATE, R=REFRESH, E=ESCAP F F4=MENU F5=MAIN F7=PGUP		
I0054 PAGING	PERFORMED.		

# **STEP 5 - ACTION:**

Press F3=PRMT to return to a blank Master Payment Request Prompt screen.

```
01/08/97
SP030E
                 AUTOMATED STANDARD APPLICATION FOR PAYMENTS
SP030EO
                SUMMARY PAYMENT REQUEST MASTER ENTRY SCREEN
                                                                     HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234
                                                          PAGE 2 OF
                              SUMMARY POSTED
SETTLEMENT DATE: 01/09/1997
                                                          TYPE OF PAYMENT: S
REQUESTOR REFERENCE NUM: 012345678910123
RECIPIENT ID: 0101111 TOTAL AMOUNT REQUESTED: $9,000.00 AGENCY LOCATION CODE/REGION: 11000001 CASH ON HAND:
ASAP SEQUENCE NUMBER: 01/08/1997 E1QP120V 000002 1040226
     ACCOUNT ID AVAILABLE BALANCE
                                                          AMOUNT REQUESTED ITM #
  F1R10011
  F1R10012
                                $498,000.00
                                                                $2,000.00
                                                                             04
  F1R10013
  F1R10014
  F1R10015
                                $499,000.00
                                                                $1,000.00
                                                                             05
ACTION:
           (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
        F3=PRMT F4=MENU F5=MAIN F7=PGUP
                                                             F11=NWSM
 I0054
        PAGING PERFORMED.
```

# **STEP 5 - RESULT:**

The blank prompt screen appears. Note - The Requestor ID does not appear automatically when returning to the prompt by using the F3 function key.

```
SP025C
                 AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                      01/08/97
SP025CO
                   MASTER PAYMENT REQUEST PROMPT SCREEN
                                                                      HH:MM:SS
01/08/1997 T
REQUESTOR ID:
TYPE OF PAYMENT:
                 (I OR S)
SETTLEMENT DATE:
REQUESTOR REFERENCE NUMBER:
PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:
RECIPIENT ID:
AGENCY LOCATION CODE/REGION:
CASH ON HAND:
                   F4=MENU F5=MAIN
```

# **EXAMPLE TWO**

Using the **Master Summary** Request feature, we will draw funds from one Federal Agency on behalf of one Recipient Organization, selecting from MORE THAN one screen of Account IDs. We are requesting a warehoused ACH payment.

- One Federal Agency
- One Recipient Organization
- ► MORE THAN one screen of accounts
- ► Warehoused (ACH) payment

## **STEP 1 - ACTION:**

Fill in the prompt screen using the Agency Location Code for the Federal Agency. Select a payment settlement date up to 32 days from the current system cycle date. Press Enter.

```
AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                     01/08/97
SP025C
SP025CO
                   MASTER PAYMENT REQUEST PROMPT SCREEN
                                                                     HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234
TYPE OF PAYMENT: S (I OR S)
SETTLEMENT DATE: 01/22/1997
REQUESTOR REFERENCE NUMBER: 132345678910124
PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION: 11000001
CASH ON HAND:
                   F4=MENU F5=MAIN
```

#### STEP 1 - RESULT:

The request entry screen appears with all accounts for the Federal Agency - Recipient Organization combination specified on the prompt.

```
SP030E
                 AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                      01/08/97
SP030EO
                 SUMMARY PAYMENT REQUEST MASTER ENTRY SCREEN
                                                                     HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234
                                                          PAGE
                                                                  1 OF
SETTLEMENT DATE: 01/22/1997
                                                           TYPE OF PAYMENT: S
REQUESTOR REFERENCE NUM: 132345678910124
RECIPIENT ID: 0101111
                               TOTAL AMOUNT REOUESTED:
AGENCY LOCATION CODE/REGION: 11000001
                                         CASH ON HAND:
ASAP SEQUENCE NUMBER:
     ACCOUNT ID
                         AVAILABLE BALANCE
                                                          AMOUNT REQUESTED ITM #
 F1R10001
 F1R10002
 F1R10003
 F1R10004
 F1R10005
 F1R10006
 F1R10007
 F1R10008
 F1R10009
 F1R10010
            (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
ACTION:
                                                  F8=PGDN F9=ALC F10=RO
```

**STEP 2 - ACTION:** 

Enter the TOTAL AMOUNT REQUESTED, which will be the total amount of the summary payment from all accounts. Then enter the AMOUNT REQUESTED from each desired Account ID on this page. Type P in the ACTION field and press Enter to post the warehoused summary

#### request.

```
SP030E
                 AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                      01/08/97
SP030EO
                 SUMMARY PAYMENT REQUEST MASTER ENTRY SCREEN
                                                                      HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234
                                                           PAGE
                                                                    1 OF
                                                                             2
SETTLEMENT DATE: 01/22/1997
                                                           TYPE OF PAYMENT: S
REQUESTOR REFERENCE NUM: 132345678910124
RECIPIENT ID: 0101111
                                TOTAL AMOUNT REQUESTED:
AGENCY LOCATION CODE/REGION: 11000001
                                          CASH ON HAND:
ASAP SEQUENCE NUMBER:
      ACCOUNT ID
                          AVAILABLE BALANCE
                                                          AMOUNT REQUESTED ITM #
  F1R10001
  F1R10002
  F1R10003
  F1R10004
  F1R10005
                                                           5000
  F1R10006
                                                           5000
  F1R10007
  F1R10008
  F1R10009
  F1R10010
ACTION: P
              (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                                     F8=PGDN F9=ALC F10=RO
```

# **STEP 2 - RESULT:**

	AUTOMATED STANDARD APPLICATION FOR PAY			
	SUMMARY PAYMENT REQUEST MASTER ENTRY S	CREEN	HH:MM:	SS
01/08/1997 T				_
~	101234 SUMMARY POSTED	_	1 OF	
SETTLEMENT DATE:		TYPE OF	PAYMENT:	S
~	ENCE NUM: 132345678910124		_	
	101111 TOTAL AMOUNT REQUESTED:		0	
	CODE/REGION: 11000001 CASH ON HAND:			
~	UMBER: 01/08/1997 E1QP120V 000003 104			
	O AVAILABLE BALANCE	AMOUNT F	REQUESTED	ITM #
F1R10001				
F1R10002				
F1R10003				
F1R10004	4405 000 00		F 000 00	0.1
F1R10005	\$495,000.00	•	5,000.00	
F1R10006	\$495,000.00	Ş	5,000.00	02
F1R10007				
F1R10008				
F1R10009 F1R10010				
		T_ TIIMD \		
*	=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, F F4=MENU F5=MAIN F8=P	GDN	E11-NWC	Λſ
		_		
10043 PAYMENT	REQUEST SUCCESSFULLY POSTED AND WAREHOU	SED, ACCT B	AL ADJUSTE	υ•

# **STEP 3 - ACTION:**

Press F3=PRMT to return to a blank Master Payment Request Prompt screen.

```
01/08/97
SP030E
                 AUTOMATED STANDARD APPLICATION FOR PAYMENTS
SP030EO
                 SUMMARY PAYMENT REQUEST MASTER ENTRY SCREEN
                                                                        HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234
                               SUMMARY POSTED
                                                             PAGE
                                                                      1 OF
SETTLEMENT DATE: 01/22/1997
                                                             TYPE OF PAYMENT: S
REQUESTOR REFERENCE NUM: 132345678910124
RECIPIENT ID: 0101111 TOTAL AMOUNT REQUESTED: $10,000.00 AGENCY LOCATION CODE/REGION: 11000001 CASH ON HAND:
ASAP SEQUENCE NUMBER: 01/08/1997 E1QP120V 000003 1044001
      ACCOUNT ID AVAILABLE BALANCE
                                                            AMOUNT REQUESTED ITM #
  F1R10001
  F1R10002
  F1R10003
  F1R10004
  F1R10005
                                 $495,000.00
                                                                   $5,000.00
                                                                                 01
                                                                                02
                                 $495,000.00
                                                                   $5,000.00
  F1R10006
  F1R10007
  F1R10008
  F1R10009
  F1R10010
ACTION:
             (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
         F3=PRMT F4=MENU F5=MAIN
                                                    F8=PGDN
                                                                       F11=NWSM
I0043
        SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.
```

#### **STEP 3 - RESULT:**

The blank prompt screen appears.

```
SP025C
                 AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                       01/08/97
SP025CO
                   MASTER PAYMENT REQUEST PROMPT SCREEN
                                                                       HH:MM:SS
01/08/1997 T
REQUESTOR ID:
TYPE OF PAYMENT:
                    (I OR S)
SETTLEMENT DATE:
REQUESTOR REFERENCE NUMBER:
PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:
RECIPIENT ID:
AGENCY LOCATION CODE/REGION:
CASH ON HAND:
                   F4=MENU F5=MAIN
```

#### **EXAMPLE THREE**

**Reminder:** You only need to work through this example if you will be requesting funds from more than one Federal Agency through ASAP.

Using the **Master Summary** Request feature, we will draw funds from TWO Federal Agencies on behalf of one Recipient Organization, selecting from one screen of Account IDs for each Federal Agency - Recipient Organization combination. We are requesting ACH payments.

- ► TWO Federal Agencies
- ► One Recipient Organization
- One screen of Account IDs for two Federal Agency Recipient Organization combination
- ACH payments

# **STEP 1 - ACTION:**

Fill in the prompt screen using the Agency Location Code for the first Federal Agency. Press Enter.

```
AUTOMATED STANDARD APPLICATION FOR PAYMENTS
SP025C
                                                                     01/08/97
SP025CO
                   MASTER PAYMENT REQUEST PROMPT SCREEN
                                                                     HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234
TYPE OF PAYMENT: S (I OR S)
SETTLEMENT DATE: 01/09/1997
REQUESTOR REFERENCE NUMBER: 132345678910123
PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION: 11000001
CASH ON HAND:
            F4=MENU F5=MAIN
```

## **STEP 1 - RESULT:**

The request entry screen appears with all Account IDs associated with the Federal Agency - Recipient Organization combination specified on the prompt.

```
SP030E
                 AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                      01/08/97
SP030EO
                 SUMMARY PAYMENT REQUEST MASTER ENTRY SCREEN
                                                                     HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234
                                                                  1 OF
SETTLEMENT DATE: 01/09/1997
                                                          TYPE OF PAYMENT: S
REQUESTOR REFERENCE NUM: 132345678910123
                               TOTAL AMOUNT REQUESTED:
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION: 11000001 CASH ON HAND:
ASAP SEQUENCE NUMBER:
     ACCOUNT ID
                        AVAILABLE BALANCE
                                                          AMOUNT REQUESTED ITM #
 F1R10001
 F1R10002
 F1R10003
 F1R10004
 F1R10005
 F1R10006
  F1R10007
 F1R10008
 F1R10009
 F1R10010
ACTION:
            (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                                  F8=PGDN F9=ALC F10=RO
```

#### **STEP 2 - ACTION:**

Enter the TOTAL AMOUNT REQUESTED, which will be the total amount of the summary payment from BOTH Federal agencies. Then enter the AMOUNT REQUESTED from each

desired Account ID on this page. WITHOUT POSTING, press F9=ALC.

```
SP030E
                AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                     01/08/97
SP030EO
                SUMMARY PAYMENT REQUEST MASTER ENTRY SCREEN
                                                                     HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234
                                                          PAGE
                                                                   1 OF
                                                                            2
SETTLEMENT DATE: 01/09/1997
                                                          TYPE OF PAYMENT: S
REQUESTOR REFERENCE NUM: 132345678910123
RECIPIENT ID: 0101111
                         TOTAL AMOUNT REQUESTED: 59000
AGENCY LOCATION CODE/REGION: 11000001 CASH ON HAND:
ASAP SEQUENCE NUMBER:
     ACCOUNT ID
                         AVAILABLE BALANCE
                                                         AMOUNT REQUESTED ITM #
 F1R10001
 F1R10002
                                                          5000
 F1R10003
                                                          4000
 F1R10004
 F1R10005
 F1R10006
 F1R10007
 F1R10008
 F1R10009
 F1R10010
ACTION:
            (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                                    F8=PGDN
                                                             F9=ALC F10=RO
```

#### **STEP 2 - RESULT:**

You return to the prompt with all information as you typed it earlier EXCEPT the Agency Location Code/Region field is blank. **Note:** You are still in the process of making a request, so you do not have the option of navigating to Menu screens via F4 or F5. F11 allows you to return to the list screen you just left without adding additional accounts to the request.

```
SP025C
                 AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                      01/08/97
SP025CO
                   MASTER PAYMENT REQUEST PROMPT SCREEN
                                                                      HH:MM:SS
01/08/1997 T
REOUESTOR ID: 0101234
TYPE OF PAYMENT: S (I OR S)
SETTLEMENT DATE: 01/09/1997
REQUESTOR REFERENCE NUMBER: 132345678910123
PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION:
CASH ON HAND:
                                                                    F11=LIST
I0034
         DATA ON PREVIOUS SUMMARY SCREEN SAVED.
```

# **STEP 3 - ACTION:**

Enter the Agency Location Code/Region for the second Federal Agency from which you wish to draw funds in this summary payment request. Press Enter.

```
SP025C
                                                                     01/08/97
                AUTOMATED STANDARD APPLICATION FOR PAYMENTS
SP025CO
                   MASTER PAYMENT REQUEST PROMPT SCREEN
                                                                     HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234
TYPE OF PAYMENT: S (I OR S)
SETTLEMENT DATE: 01/09/1997
REQUESTOR REFERENCE NUMBER: 132345678910123
PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION: 22000000/02
CASH ON HAND:
                                                                  F11=LIST
I0034
        DATA ON PREVIOUS SUMMARY SCREEN SAVED.
```

#### **STEP 3 - RESULT:**

The request entry screen appears with all accounts for the NEW Federal Agency - Recipient Organization combination just specified on the prompt. **Note:** This new list becomes page 3 of the summary request.

```
AUTOMATED STANDARD APPLICATION FOR PAYMENTS SUMMARY PAYMENT REQUEST MASTER ENTRY SCREEN
SPOSOE
                                                                     01/08/97
SP030EO
                                                                     HH:MM:SS
01/08/1997 T
                                                          PAGE 3 OF
REQUESTOR ID: 0101234
                                                                           3
SETTLEMENT DATE: 01/09/1997
                                                          TYPE OF PAYMENT: S
REQUESTOR REFERENCE NUM: 132345678910123
RECIPIENT ID: 0101111 TOTAL AMOUNT REQUESTED: $59,000.00
AGENCY LOCATION CODE/REGION: 22000000/02 CASH ON HAND:
ASAP SEQUENCE NUMBER:
     ACCOUNT ID
                        AVAILABLE BALANCE
                                                        AMOUNT REQUESTED ITM #
  F2R10001
 F2R10002
 F2R10003
 F2R10004
ACTION:
           (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                         F7=PGUP F9=ALC F10=RO
```

#### **STEP 4 - ACTION:**

Enter the AMOUNT REQUESTED from each desired Account ID on this page. Type P in the ACTION field and press Enter to post the entire summary request.

```
SP030E
                AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                    01/08/97
SP030EO
                SUMMARY PAYMENT REQUEST MASTER ENTRY SCREEN
                                                                    HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234
                                                                           3
                                                         PAGE
                                                                  3 OF
                                                         TYPE OF PAYMENT: S
SETTLEMENT DATE: 01/09/1997
REQUESTOR REFERENCE NUM: 132345678910123
RECIPIENT ID: 0101111
                              TOTAL AMOUNT REQUESTED: $59,000.00
AGENCY LOCATION CODE/REGION: 22000000/02 CASH ON HAND:
ASAP SEQUENCE NUMBER:
     ACCOUNT ID
                       AVAILABLE BALANCE
                                                         AMOUNT REQUESTED ITM #
 F2R10001
 F2R10002
                                                          20000
 F2R10003
 F2R10004
                                                          30000
ACTION: P
          (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                                         F9=ALC F10=RO
                                          F7=PGUP
```

## **STEP 4 - RESULT:**

Once again, after posting from any page in a Master Summary request, you return to the first page of the request.

of the request.				
SP030E	AUTOMATED STANDARD APPLICATION FO	R PAYMENTS	01/08/	97
	SUMMARY PAYMENT REQUEST MASTER EN			SS
01/08/1997 T				
REQUESTOR ID: 01	SUMMARY POSTED	PAGE	<b>1</b> OF	3
SETTLEMENT DATE:	01/09/1997	TYPE C	F PAYMENT:	S
REQUESTOR REFERE	ENCE NUM: 132345678910123			
RECIPIENT ID: 01	L01111 TOTAL AMOUNT REQUE:	STED: \$59,000.	00	
AGENCY LOCATION	CODE/REGION: 11000001 CASH ON D	HAND:		
ASAP SEQUENCE NU	JMBER: 01/08/1997 E1QP120V 000003	1053476		
ACCOUNT ID	AVAILABLE BALANCE	AMOUNT	REQUESTED	ITM #
F1R10001				
F1R10002	\$495,000.00		\$5,000.00	01
F1R10003	\$495,000.00		\$4,000.00	02
F1R10004				
F1R10005				
F1R10006				
F1R10007				
F1R10008				
F1R10009				
F1R10010				
	=POST, V=VALIDATE, R=REFRESH, E=ESC			
_	F4=MENU F5=MAIN	F8=PGDN	F11=NWS	M
I0043 SUMMARY	PAYMENT REQUEST POSTED SUCCESSFULL	Υ.		

# **STEP 5 - ACTION:**

Press F8=PGDN **twice**, to view page 3 of the posted summary request.

```
SP030E
                                                                        01/08/97
                 AUTOMATED STANDARD APPLICATION FOR PAYMENTS
SP030EO
                 SUMMARY PAYMENT REQUEST MASTER ENTRY SCREEN
                                                                        HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234
                                                                      1 OF
                               SUMMARY POSTED
                                                             PAGE
                                                                               3
SETTLEMENT DATE: 01/09/1997
                                                            TYPE OF PAYMENT: S
REQUESTOR REFERENCE NUM: 132345678910123
RECIPIENT ID: 0101111 TOTAL AMOUNT REQUESTED: AGENCY LOCATION CODE/REGION: 11000001 CASH ON HAND:
                               TOTAL AMOUNT REQUESTED: $59,000.00
ASAP SEQUENCE NUMBER: 01/08/1997 E1QP120V 000003 1053476
      ACCOUNT ID AVAILABLE BALANCE
                                                          AMOUNT REQUESTED ITM #
  F1R10001
  F1R10002
                                 $495,000.00
                                                                   $5,000.00
                                                                                01
  F1R10003
                                 $495,000.00
                                                                   $4,000.00
                                                                                02
  F1R10004
  F1R10005
  F1R10006
  F1R10007
  F1R10008
  F1R10009
  F1R10010
ACTION:
             (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
         F3=PRMT F4=MENU F5=MAIN
                                                    F8=PGDN
                                                                       F11=NWSM
        SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.
```

#### **STEP 5 - RESULT:**

The third page appears, containing the draws from the second Federal Agency. Again the available balances reflect the draws. **Note:** The ASAP SEQUENCE NUMBER is the same on all pages of a summary request.

SP030E SP030EO 01/08/1997 T	AUTOMATED STANDARD APPLICATION FOR I SUMMARY PAYMENT REQUEST MASTER ENTR		
SETTLEMENT DATE	0101234 SUMMARY POSTED E: 01/09/1997 RENCE NUM: 132345678910123	PAGE 3 OF TYPE OF PAYMENT:	
RECIPIENT ID: 0	0101111 TOTAL AMOUNT REQUESTS CODE/REGION: 22000000/02 CASH ON HAI		
~	TUMBER: 01/08/1997 E1QP120V 000003		TODA II
F2R10001	D AVAILABLE BALANCE	AMOUNT REQUESTED	T.I.M #
F2R10002			
F2R10003	\$180,000.00	\$20,000.00	03
F2R10004	\$170,000.00	\$30,000.00	04
,		, J=JUMP) 7=PGUP F11=NWS	EM

**STEP 6 - ACTION:** 

Press F3=PRMT to return to a blank Master Payment Request Prompt screen.

SP030E 01/08/97 AUTOMATED STANDARD APPLICATION FOR PAYMENTS SP030EO SUMMARY PAYMENT REQUEST MASTER ENTRY SCREEN HH:MM:SS 01/08/1997 T REQUESTOR ID: 0101234 3 OF SUMMARY POSTED PAGE SETTLEMENT DATE: 01/09/1997 TYPE OF PAYMENT: S REQUESTOR REFERENCE NUM: 132345678910123 RECIPIENT ID: 0101111 TOTAL AMOUNT REQUESTED: \$59,000.00 AGENCY LOCATION CODE/REGION: 22000000/02 CASH ON HAND: ASAP SEQUENCE NUMBER: 01/08/1997 E1QP120V 000003 1053476 ACCOUNT ID AVAILABLE BALANCE AMOUNT REQUESTED ITM # F2R10001 F2R10002 F2R10003 \$180,000.00 \$20,000.00 03 \$170,000.00 F2R10004 \$30,000.00 0.4 ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP) F3=PRMT F4=MENU F5=MAIN F7=PGUP F11=NWSM I0054 PAGING PERFORMED.

#### **STEP 6 - RESULT:**

# The blank prompt screen appears.

SP025C AUTOMATED STANDARD APPLICATION FOR PAYMENTS 01/08/97 SP025CO HH:MM:SS MASTER PAYMENT REQUEST PROMPT SCREEN 01/08/1997 T REQUESTOR ID: TYPE OF PAYMENT: (I OR S) SETTLEMENT DATE: REQUESTOR REFERENCE NUMBER: PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS: RECIPIENT ID: AGENCY LOCATION CODE/REGION: CASH ON HAND: F4=MENU F5=MAIN

# SECTION 3.1.2 MASTER PAYMENT REQUESTS: INDIVIDUAL PAYMENTS

# **GUIDE TO EXAMPLES**

The following pages contain examples of how to use the Master Individual Payment Request feature to draw funds.

**Recall** that a summary payment must be an ACH payment, but an individual payment may be either an ACH or a same-day (Fedwire) payment.

- -- Requestors who wish to request **same-day payments via FEDWIRE** should follow the steps in EXAMPLE 1.
- -- If you are a **requestor who draws from multiple Federal Agencies through ASAP**, follow the steps in EXAMPLE 2 for how to make individual payment requests from multiple Federal agencies.

# \*\*\*VERY IMPORTANT\*\*\*

A significant difference between summary and individual payment request processing is:

- Summary payment requests are **posted once**, regardless of how many pages of accounts are requested against.
- Individual payment requests must be **posted one page at a time**.

## **EXAMPLE ONE**

Using the **Master Individual** Payment Request feature, we will draw funds from one Federal Agency for one Recipient Organization, selecting from more than one screen of accounts. We will request **SAME-DAY** (**FEDWIRE**) payments.

- One Federal Agency
- One Recipient Organization
- More than one page of accounts
- ► Same-day (FEDWIRE) payments

## **STEP 1 - ACTION:**

Fill in the prompt screen as shown below (specifying same-day settlement) and press Enter. **Note:** We will enter a partial Requestor Reference Number here and fill it in differently for each request on the entry screen in order to distinguish them.

```
SP025C
                 AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                      01/08/97
                 MASTER PAYMENT REQUEST PROMPT SCREEN
SP025CO
                                                                      HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234
TYPE OF PAYMENT: I (I OR S)
SETTLEMENT DATE: 01/08/1997
REQUESTOR REFERENCE NUMBER: 9875612340
PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION: 11000001
CASH ON HAND:
            F4=MENII F5=MAIN
```

#### STEP 1 - RESULT:

The request entry screen appears. All accounts for the Federal Agency - Recipient Organization combination specified on the prompt have been pulled up and can be viewed on four separate pages. This is indicated where the screen shows that you are on page 1 of 4.

```
SP030B
               AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                   01/08/97
SP030B0
            INDIVIDUAL PAYMENT REQUEST MASTER ENTRY SCREEN
                                                                   HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234
                                                        PAGE
                                                                 1 OF
SETTLEMENT DATE: 01/08/1997
                                                        TYPE OF PAYMENT: I
REQUESTOR REFERENCE NUM: 9875612340
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION: 11000001
                                       CASH ON HAND:
ASAP SEQUENCE NUMBER:
                              AVAILABLE BALANCE
     ACCOUNT ID
                                                        SDP FLAG
          AMOUNT REQUESTED SETTLEMENT DATE
                                                    REQ REF NUM
                                                                      ITM #
F1R10001
                                                            N
                                      01/08/1997
                                                     9875612340
F1R10002
                                                            N
                                      01/08/1997
                                                      9875612340
F1R10003
                                                            M
                                      01/08/1997
                                                      9875612340
F1R10004
                                                            N
                                      01/08/1997
                                                      9875612340
            (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
ACTION:
```

**STEP 2 - ACTION:** 

Change the Same-Day Payment (**SDP**) Flag to **Y** (Yes) to correspond to the settlement date. Enter the amount requested from the desired accounts, and change the Requestor Reference

Number to identify each payment separately. Type a P in the Action field and press Enter to post this page. **REMEMBER that you must post individual payments a page at a time.** 

		RD APPLICATION FOR REQUEST MASTER ENTR	·-	01/08/97 HH:MM:SS
REQUESTOR ID: 010	01234		PAGE 1	OF 4
SETTLEMENT DATE:			TYPE OF PA	YMENT: I
REQUESTOR REFEREN		40		
RECIPIENT ID: 010		0001 6367 07 77		
AGENCY LOCATION C		0001 CASH ON HA	ND:	
ACCOUNT ID		AVAILABLE BALANCE	SDP FLAG	
		SETTLEMENT DATE		ITM #
F1R10001			N	
		01/08/1997	9875612340	
F1R10002			Y	
100,	000	01/08/1997	98756123401	
F1R10003		01/08/1007	N 9875612340	
F1R10004		01/00/1997	7073012340 Y	
200,	000	01/08/1997	98756123402	
ACTION: P (P=PC	OST, V=VALIDATE,	R=REFRESH, E=ESCAPE F	, J=JUMP) 8=PGDN	

# **STEP 2 - RESULT:**

The requests are posted. A single ASAP Sequence Number is assigned to the page, with Item Numbers assigned to each account from which funds were requested.

	The William Tallag Wolf Tee	1	
SP030B AUTOMATED STAND	ARD APPLICATION FOR P	AYMENTS (	)1/08/97
SP030BO INDIVIDUAL PAYMENT	REQUEST MASTER ENTRY	SCREEN H	H:MM:SS
01/08/1997 T			
REQUESTOR ID: 0101234 RE	QUEST(S) POSTED	PAGE 1 C	)F 4
SETTLEMENT DATE: 01/08/1997		TYPE OF PAYM	MENT: I
REQUESTOR REFERENCE NUM: 9875612			
RECIPIENT ID: 0101111			
AGENCY LOCATION CODE/REGION: 110	00001 CASH ON HAN	T):	
ASAP SEQUENCE NUMBER: 01/08/1997			
~	AVAILABLE BALANCE		
			тти 4
	SETTLEMENT DATE	REQ REF NUM	TIM #
F1R10001	, ,		
	/ /		
F1R10002	\$395,000.00		
\$100,000.00	01/08/1997	98756123401	01
F1R10003			
	/ /		
F1R10004	\$300,000.00	Y	
\$200,000.00	01/08/1997	98756123402	02
ACTION: (P=POST, V=VALIDATE,	R=REFRESH, E=ESCAPE,	J=JUMP)	
F3=PRMT F4=MENU F5=MAIN			)
10042 INDIVIDUAL PAYMENT REQUES			

**STEP 3 -ACTION:** 

Use F8=PGDN to page down to request funds from the next page of accounts.

	INDIVIDUAL PAYMENT	ARD APPLICATION FOR PA		1/08/97 H:MM:SS		
REQUESTOR ID SETTLEMENT D REQUESTOR RE RECIPIENT ID	: 0101234 RE ATE: 01/08/1997 FERENCE NUM: 9875612 : 0101111		PAGE 1 O			
ASAP SEQUENCE NUMBER: 01/08/1997 E1QP120V 000005 1340225						
ACCOUN F1R10001	= ==	AVAILABLE BALANCE SETTLEMENT DATE		ITM #		
F1R10002	\$100,000.00	/ / \$395,000.00 01/08/1997	ү 98756123401	01		
F1R10003 F1R10004		/ / \$300,000.00				
	\$200,000.00	01/08/1997	98756123402	02		
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP) F3=PRMT F4=MENU F5=MAIN F8=PGDN F9=ALC F10=RO 10042 INDIVIDUAL PAYMENT REQUEST(S) APPROVED. VERIFY ALL PAGES HAVE POSTED.						

# STEP 3 - RESULT:

The second page of accounts appears.

SP030B AUTOMATED STANDARD APPLICATION	- , , -
SP030BO INDIVIDUAL PAYMENT REQUEST MASTER	ENTRY SCREEN HH:MM:SS
01/08/1997 T	
REQUESTOR ID: 0101234	PAGE 2 OF 4
SETTLEMENT DATE: 01/08/1997	TYPE OF PAYMENT: I
REQUESTOR REFERENCE NUM: 9875612340	·
RECIPIENT ID: 0101111	
AGENCY LOCATION CODE/REGION: 11000001 CASH (	ON HAND:
ASAP SEQUENCE NUMBER:	
ACCOUNT ID AVAILABLE BALA	
AMOUNT REQUESTED SETTLEMENT D	~
F1R10005	N
	997 9875612340
F1R10006	N
	997 9875612340
F1R10007	N
	997 9875612340
F1R10008	N
	997 9875612340
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=E	
	GUP F8=PGDN
I0054 PAGING PERFORMED	

# **STEP 4 -ACTION:**

Change the SDP Flag to Y. Enter the amount requested from the desired account for a third same-day payment. Post this request.

SP030B AUTOMATED STAND	ADDITONTON EOD DAS	ZMENTEC 0	1/08/97
SP030B AUTOMATED STAND SP030BO INDIVIDUAL PAYMENT			1/06/97 H:MM:SS
01/08/1997 T	C TAINE ASIEM ICEUDEN	OCKEEN D	.n.mm.ss
REQUESTOR ID: 0101234		PAGE 2 O	F 4
SETTLEMENT DATE: 01/08/1997		TYPE OF PAYM	
REQUESTOR REFERENCE NUM: 9875612	2340	TIPE OF FAIR	ENI. I
RECIPIENT ID: 0101111	2340		
AGENCY LOCATION CODE/REGION: 110	000001 CASH ON HAND:	:	
ASAP SEQUENCE NUMBER:	CABIL ON IMAKE		
TIDITI DEQUENCE NOTIDEIX			
ACCOUNT ID	AVAILABLE BALANCE	SDP FLAG	
AMOUNT REQUESTED	SETTLEMENT DATE	REQ REF NUM	ITM #
F1R10005		Y	
50,000	01/08/1997	98756123403	
F1R10006		N	
	01/08/1997	9875612340	
F1R10007		N	
	01/08/1997	9875612340	
F1R10008		N	
	01/08/1997	9875612340	
ACTION: P (P=POST, V=VALIDATE,		•	
	F7=PGUP F8=F	PGDN	
I0054 PAGING PERFORMED			

# **STEP 4 - RESULT:**

The request is posted. An ASAP Sequence Number is assigned, with an Item Number assigned to the account from which funds were requested.

SP030B AUTOMATED STANI	DARD APPLICATION FOR PA	YMENTS 0	1/08/97			
SP030BO INDIVIDUAL PAYMENT	INDIVIDUAL PAYMENT REQUEST MASTER ENTRY SCREEN HH:MM:SS					
01/08/1997 T	~					
REQUESTOR ID: 0101234 RI	EQUEST(S) POSTED	PAGE 2 O	F 4			
SETTLEMENT DATE: 01/08/1997		TYPE OF PAYM	ENT: I			
REQUESTOR REFERENCE NUM: 9875612	2340					
RECIPIENT ID: 0101111						
AGENCY LOCATION CODE/REGION: 110	000001 CASH ON HAND	):				
ASAP SEQUENCE NUMBER: 01/08/199	7 E1QP120V 000006 14102	.5				
ACCOUNT ID	AVAILABLE BALANCE	SDP FLAG				
AMOUNT REQUESTED	SETTLEMENT DATE	REQ REF NUM	ITM #			
F1R10005	\$450,000.00	Y				
\$50,000.00	01/08/1997	98756123403	01			
F1R10006						
	/ /					
F1R10007						
	/ /					
F1R10008						
	/ /					
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)						
F3=PRMT F4=MENU F5=MAIN F7=PGUP F8=PGDN F9=ALC F10=R0						
10042 INDIVIDUAL PAYMENT REQUEST(S) APPROVED. VERIFY ALL PAGES HAVE POSTED.						

# **STEP 5 - ACTION:**

Press F3=PRMT to return to the Master Payment Request Prompt.

SP030B AUTOMATED STANDARD APPLICATION FOR PAYMENTS 01/08/97 SP030B0 INDIVIDUAL PAYMENT REQUEST MASTER ENTRY SCREEN HH:MM:SS 01/08/1997 T REQUEST(S) POSTED REQUESTOR ID: 0101234 PAGE 2 OF SETTLEMENT DATE: 01/08/1997 TYPE OF PAYMENT: I REQUESTOR REFERENCE NUM: 9875612340 RECIPIENT ID: 0101111 AGENCY LOCATION CODE/REGION: 11000001 CASH ON HAND: ASAP SEQUENCE NUMBER: 01/08/1997 E1QP120V 000006 141025 ACCOUNT ID ITM # F1R10005 01 F1R10006 / / F1R10007 F1R10008 (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP) ACTION: F3=PRMT F4=MENU F5=MAIN F7=PGUP F8=PGDN F9=ALC F10=R0 10042 INDIVIDUAL PAYMENT REQUEST(S) APPROVED. VERIFY ALL PAGES HAVE POSTED.

## **STEP 5 - RESULT:**

The blank prompt screen appears.

SP025C AUTOMATED STANDARD APPLICATION FOR PAYMENTS 01/08/97 SP025CO MASTER PAYMENT REQUEST PROMPT SCREEN HH:MM:SS 01/08/1997 T REQUESTOR ID: TYPE OF PAYMENT: (I OR S) SETTLEMENT DATE: REQUESTOR REFERENCE NUMBER: PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS: RECIPIENT ID: AGENCY LOCATION CODE/REGION: CASH ON HAND: F4=MENU F5=MAIN

# **EXAMPLE TWO**

**Reminder:** You only need to complete this example if you will be requesting from more than one Federal Agency through ASAP.

Using the **Master Individual** Payment Request feature, we will draw funds on behalf of one Recipient Organization from TWO Federal Agencies, each time selecting from one screen of accounts. We will request individual **ACH** payments, using the optional **Requestor Reference Number** to identify each payment separately.

- TWO Federal Agencies
- One Recipient Organization
- One screen of accounts for each Federal Agency Recipient Organization combination
- ACH payments

## **STEP 1 - ACTION:**

Fill in the prompt screen as shown below (specifying ACH settlement) and press Enter. **Note:** We will enter a partial Requestor Reference Number here and fill it in differently for each request on the entry screen in order to distinguish them.

SP025C AUTOMATED STANDARD APPLICATION FOR PAYMENTS 01/08/97 SP025CO MASTER PAYMENT REQUEST PROMPT SCREEN HH:MM:SS 01/08/1997 T REQUESTOR ID: 0101234 TYPE OF PAYMENT: I (I OR S) SETTLEMENT DATE: 01/09/1997 REQUESTOR REFERENCE NUMBER: 1111111340 PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS: RECIPIENT ID: 0101111 AGENCY LOCATION CODE/REGION: 11000001 CASH ON HAND: F4=MENU F5=MAIN

## **STEP 1 - RESULT:**

The request entry screen appears. The screen indicates that you are on Page 1 of 4.

```
SP030B
              AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                  01/08/97
SP030BO
            INDIVIDUAL PAYMENT REQUEST MASTER ENTRY SCREEN
                                                                  HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234
                                                       PAGE
                                                                1 OF
SETTLEMENT DATE: 01/09/1997
                                                       TYPE OF PAYMENT: I
REQUESTOR REFERENCE NUM: 1111111340
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION: 11000001 CASH ON HAND:
ASAP SEQUENCE NUMBER:
                                            SDP FLAG
ACCOUNT ID
                        AVAILABLE BALANCE
           AMOUNT REQUESTED SETTLEMENT DATE REQ REF NUM
                                                                     ITM #
F1R10001
                                                           N
                                      01/09/1997
                                                     1111111340
F1R10002
                                                           N
                                      01/09/1997
                                                     1111111340
F1R10003
                                      01/09/1997
                                                     1111111340
F1R10004
                                                            Ν
                                     01/09/1997
                                                     1111111340
ACTION:
            (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                                      F8=PGDN
```

#### **STEP 2 - ACTION:**

Enter the amount requested from the desired accounts, and change the Requestor Reference Number to identify each payment separately. Leave the SDP Flag as N for No, since the settlement date is the next business day. Type a P in the Action field and press Enter to post this page.

SP030B	AUTOMATED STAND	ARD APPLICATION FOR PA	YMENTS 01/08/97	
SP030BO	INDIVIDUAL PAYMENT	REQUEST MASTER ENTRY	SCREEN HH:MM:SS	
01/08/1997 T				
REQUESTOR ID	: 0101234		PAGE 1 OF 4	
SETTLEMENT D	ATE: 01/09/1997		TYPE OF PAYMENT: I	
REQUESTOR RE	FERENCE NUM: 1111111	.340		
RECIPIENT ID				
		00001 CASH ON HAND	:	
ASAP SEQUENC				
ACCOUN		AVAILABLE BALANCE	SDP FLAG	
	AMOUNT REQUESTED	SETTLEMENT DATE	~ "	
F1R10001		01.400.41.000	N	
T1D10000		01/09/1997		
F1R10002	25222	01 /00 /1007	N	
F1R10003	25000	01/09/1997	1111111340 9701 N	
FIRIUUUS		01/09/1997	1111111340	
F1R10004		01/09/1997	1111111340 N	
LIKIOOOA	30000	01/09/1997	1111111340 9702	
ACTION: P		R=REFRESH, E=ESCAPE,		
11011011111	(I IODI, V-VIIIIIII,	,	F8=PGDN	
İ				

# STEP 2 - RESULT:

This page of requests is approved and posted.

10 1	ests is approved und	•		
		ARD APPLICATION FOR P		
SP030BO	INDIVIDUAL PAYMENT	REQUEST MASTER ENTRY	SCREEN	HH:MM:SS
01/08/1997 T				
REQUESTOR ID:	0101234 <b>RE</b>	QUEST(S) POSTED	PAGE	1 OF 4
SETTLEMENT DAT	TE: 01/09/1997		TYPE OF P	AYMENT: I
REQUESTOR REFE	RENCE NUM: 1111111	340		
RECIPIENT ID:	0101111			
AGENCY LOCATIO	ON CODE/REGION: 110	00001 CASH ON HAN	D:	
		E1QP120V 000006 1440		
		AVAILABLE BALANCE		7
		SETTLEMENT DATE		
F1R10001	MOONI REQUESTED		KILQ KILI NOM	1111 π
1 11(10001		/ /		
F1R10002		\$370,000.00	NT	
PIRIOUZ	\$25,000.00		1111111340	0701 01
F1R10003	\$25,000.00	01/09/1997	1111111340	9701 01
FIRIUUU3		, ,		
-1-10004		/ /		
F1R10004		\$270,000.00		
	• •	01/09/1997		9702 <b>02</b>
		R=REFRESH, E=ESCAPE,		
	MT F4=MENU F5=MAIN			
I0042 INDIVII	DUAL PAYMENT REQUES	T(S) APPROVED. VERIF	Y ALL PAGES HAV	E POSTED.

STEP 3 - ACTION:

Press the F9=ALC function key to specify the next Federal Agency.

SP030B AU						08/97 MM:SS
SP030BO INDIV 01/08/1997 T	IDUAL PAIMENI	REQUESI MASII	R ENIRI SC	KEEN	пп•	IVIIVI • 22
REQUESTOR ID: 01012 SETTLEMENT DATE: 01	/09/1997	. ,		PAGE TYPE OF		
REQUESTOR REFERENCE		40				
RECIPIENT ID: 01011 AGENCY LOCATION COD ASAP SEQUENCE NUMBE	E/REGION: 1100			;		
ACCOUNT ID		7177TT 7DT E D71	ANCE	SDP FL	7.C	
	REQUESTED					ITM #
F1R10001						
		/ /				
F1R10002	05 000 00		00.00		0 0001	0.1
\$ F1R10003	25,000.00	01/09/	1997	111111134	0 9701	01
FIRIUUUS		/ /				
F1R10004			00.00	N		
\$	30,000.00			111111134	0 9702	02
	, V=VALIDATE, : =MENU F5=MAIN	R=REFRESH, E=		JUMP) PGDN F9=AI	LC F10=1	RO
I0042 INDIVIDUAL P	AYMENT REQUEST	(S) APPROVED	VERIFY A	ALL PAGES H	AVE POS	TED.

## **STEP 3 - RESULT:**

The prompt appears with the Agency Location Code/Region field blank.

```
SP025C
                AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                      01/08/97
SP025CO
                   MASTER PAYMENT REQUEST PROMPT SCREEN
                                                                      HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234
TYPE OF PAYMENT: I (I OR S)
SETTLEMENT DATE: 01/09/1997
REQUESTOR REFERENCE NUMBER: 1111111340
PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION:
CASH ON HAND:
                   F4=MENU F5=MAIN
```

## **STEP 4 - ACTION:**

Type in the Agency Location Code/Region of the next Federal Agency from which you wish to draw funds for this Recipient Organization. Press Enter.

01/08/97 SP025C AUTOMATED STANDARD APPLICATION FOR PAYMENTS SP025CO MASTER PAYMENT REQUEST PROMPT SCREEN HH:MM:SS 01/08/1997 T REQUESTOR ID: 0101234 TYPE OF PAYMENT: I (I OR S) SETTLEMENT DATE: 01/09/1997 REQUESTOR REFERENCE NUMBER: 1111111340 PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS: RECIPIENT ID: 0101111 AGENCY LOCATION CODE/REGION: 22000000/02 CASH ON HAND: F4=MENU F5=MAIN

#### **STEP 4 - RESULT:**

The request entry screen re-appears with the accounts for the new Federal Agency - Recipient Organization combination just specified. **NOTE** that you are on Page 1 of 1. The screen with the first Federal Agency - Recipient Organization combination was posted in Step 2 and is no longer displayed.

		ARD APPLICATION FOR P		01/08/97
		REQUEST MASTER ENTRY	SCREEN	HH:MM:SS
01/08/1997 T	- -			
REQUESTOR II	0101234		PAGE <b>1</b>	OF <b>1</b>
SETTLEMENT I	DATE: 01/09/1997		TYPE OF PAY	MENT: I
REQUESTOR RE	FERENCE NUM: 1111111	340		
RECIPIENT II	): 0101111			
AGENCY LOCAT	TION CODE/REGION: 220	00000/02 CASH ON	HAND:	
ASAP SEQUENC	CE NUMBER:			
ACCOUNT	ID AVAILA	BLE BALANCE	SDP FLAG	
	AMOUNT REQUESTED	SETTLEMENT DATE	REQ REF NUM	ITM #
F2R10001			N	
		01/09/1997	1111111340	
F2R10002			N	
		01/09/1997	1111111340	
F2R10003			N	
		01/09/1997	1111111340	
F2R10004			N	
		01/09/1997	1111111340	
ACTION:	(P=POST, V=VALIDATE	R=REFRESH, E=ESCAPE	, J=JUMP)	

# **STEP 5 - ACTION:**

Request funds from the desired accounts, remembering to assign a different reference number to each request. Leave the SDP Flag as N for No, since the settlement date is the next business day. Type P in the ACTION field and press Enter to Post.

GD 0 2 0 D	11770V1777D G7711D		0.111/111111111111111111111111111111111	1 /00 /00
		ARD APPLICATION FOR I		1/08/97
SP030BO	INDIVIDUAL PAYMENT	' REQUEST MASTER ENTR	Y SCREEN H	H:MM:SS
01/08/1997 T				
REQUESTOR ID:	0101234		PAGE 1 O	F 1
SETTLEMENT DA	TE: 01/09/1997		TYPE OF PAYM	ENT: I
	ERENCE NUM: 1111111	340	-	
RECIPIENT ID:		.5 15		
		00000/02 CASH ON	HVMD.	
		CASH ON	HAND:	
ASAP SEQUENCE	NUMBER.			
7 COOTINE	TD	ATTA TI A DI EL DATAMOR	CDD EI AC	
ACCOUNT		AVAILABLE BALANCE		T
	AMOUNT REQUESTED	SETTLEMENT DATE	~	ITM #
F2R10001			N	
	10000	01/09/1997	1111111340 970	3
F2R10002			N	
		01/09/1997	1111111340	
F2R10003			N	
	5000	01/09/1997	1111111340 970	4
F2R10004		. ,,	N	
1 2112 3 3 3 1		01/09/1997		
ACTION: P (P	-DOCT 17-1771 TDATE	R=REFRESH, E=ESCAPE,		
ACTION: P (P	-FOSI, V-VALIDALE,	K-KEPKESH, E-ESCAPE,	U = U UMF /	

# STEP 5 - RESULT:

This page of requests is approved and posted.

	AUTOMATED STAND						08/97	
	INDIVIDUAL PAYMENT	REQUEST	MASTER E	ENTRY SCRE	EEN	HH:	MM:SS	
01/08/1997 T								
~	0101234 RE	QUEST(S)	POSTED		PAGE	1 OF	1	
	re: 01/09/1997				TYPE OF	PAYMENT	r: I	
~	ERENCE NUM: 1111111	.340						
RECIPIENT ID:								
	ON CODE/REGION: 220							
ASAP SEQUENCE	NUMBER: 01/08/1997	' E1QP120V	000007	1445225				
2 0001717				·-	655 TT			
ACCOUNT						_	T	
	MOUNT REQUESTED				EQ REF NU	M	T.I.M #	
F2R10001	*** * * * * * * * * * * * * * * * * * *		190,000.		N			
T0D10000	\$10,000.00	0	1/09/199	)'/ _	1111111340	19703		01
F2R10002			, ,					
E0D10003			165 000	0.0	3.7			
F2R10003	<b>*</b> = 000 00		-	00		0000		
E0D10004	\$5,000.00		01/09/19	19/	1111111340	19/04		02
F2R10004			, ,					
7 CELT ON		D DEEDEG	, ,	, T T TT	TMTD \			
•	P=POST, V=VALIDATE, RMT F4=MENU F5=MAIN		n, E=ESC	APE, U=U(	F9=ALC F	710-DO		
	OUAL PAYMENT REQUES		OVED V	PDTEV ATT			רישיו	
TOO#7 INDIATI	JUAL PAIMENT REQUES	I(S) APPR	OVED. V	CKILI ALI	J PAGES HA	AVE POST	TED.	

# STEP 6 - ACTION:

Press F4=MENU to return to the Payment Request Processing menu.

GD030D	11/20/12/20 GE11/2011	DD 1001 TG1 TT01 T00	DAVING 01	
	AUTOMATED STANDA			L/08/97
	INDIVIDUAL PAYMENT I	REQUEST MASTER ENTR	Y SCREEN HE	H:MM:SS
01/08/1997 T				_
~	0101234 REQU	UEST(S) POSTED	PAGE 1 OF	
	TE: 01/09/1997		TYPE OF PAYME	ENT: I
~	'ERENCE NUM: 11111113	40		
RECIPIENT ID:		0000/00		
	ON CODE/REGION: 2200			
ASAP SEQUENCE	NUMBER: 01/08/1997 I	E1QP120V 000007 144	5225	
A COCOUNTED TO	77777777	TE DALANCE	SDP FLAG	
ACCOUNT ID		LE BALANCE		T CDM #
F2R10001	AMOUNT REQUESTED	\$190,000.00		T T IM #
F2K10001	\$10,000.00		1111111340 9703	3 01
F2R10002	\$10,000.00	01/09/1997	1111111340 9703	01
F2K10002		/ /		
F2R10003		\$165,000.00	N	
1 2K10003	\$5,000.00		11111113409704	0.2
F2R10004	\$3,000.00	01/09/1997	11111113409704	02
121110004		/ /		
ACTION: (	P=POST, V=VALIDATE, H	R=REFRESH E=ESCAPE	.T=.TIIMP)	
1 <b>1</b>	RMT F4=MENU F5=MAIN	it italitabil, h-bochil	F9=ALC F10=RC	)
	DUAL PAYMENT REQUEST	(S) APPROVED. VERT		
10012 110111	DOILE IIIIIIII REQUEST	(S, III I I I S V I I I I I I I I I I I I I		

# **STEP 6 - RESULT:**

The Payment Request Processing menu appears.

SP020A SP020AO 01/08/1997 T	A	UTOMATED STANDARD APPLICATION FOR PAYMENTS 01/08/97 PAYMENT REQUEST PROCESSING HH:MM:SS
	<1>	TEMPLATE PAYMENT REQUEST PROMPT
	<2>	MASTER PAYMENT REQUEST PROMPT
	<3>	CREATE PAYMENT REQUESTOR TEMPLATE PROMPT
	<4>	BOOK ENTRY ADJUSTMENT PROMPT
	<5>	PAYMENT CANCELLATION PROMPT
		ENTER SELECTION NUMBER: PRESS ENTER
F2=EXIT	ı	F5=MAIN

# SECTION 3.2 TEMPLATE PAYMENT REQUESTS

# **PURPOSE**

In this section you will learn how to:

• create a custom-built list of ASAP Accounts (or Template) for your own use; and

• use the Template Payment Request feature to create summary and individual payments.

#### CREATING AND USING TEMPLATES

In the previous section, you learned about the Master List of ASAP Accounts for your organization in the ASAP system and how to use it to draw funds.

You may find that there are certain ASAP Accounts from which you regularly draw funds. Instead of pulling up the entire Master List of accounts and selecting the same accounts over and over each time you wish to draw from them, you can perform the selection process once, store the recurring group of accounts on a **template**, and then use the template to request funds. In this way, creating and using a template is a shortcut, saving you time and keystrokes in the payment request process.

Using a template to request funds is similar to using the Master Payment Request process. You will be able to request both summary payments (draws from multiple accounts resulting in one payment) and individual payments (one account, one payment). Again, individual payments can be made via ACH or FEDWIRE, but summary payments can be made via ACH only.

### **NOTE:**

- Once you have created a template, you need to **make a note of the template name**. Also, share that information with others who will be using the template. There is currently no way to inquire on template names in the ASAP system.
- If a Federal Agency adds more ASAP Accounts for you to request against, and you want any or all of those accounts to appear on any of your templates, you must **add those accounts to your template(s)**. New accounts, or any accounts for that matter, do not "appear" on any template without you adding them.

The Examples in this section will illustrate how to create and modify a template, and how to draw funds using the Template Payment Request feature.

## **SECTION 3.2.1**

## CREATE PAYMENT REQUESTOR TEMPLATE

#### **GUIDE TO EXAMPLES**

The following pages contain examples of how to create and modify Payment Requestor Templates.

All users should walk through Examples 1 and 2.

In **Example 1**, you will see how to create a simple template containing ASAP Accounts for a single Federal Agency-Recipient Organization combination.

In **Example 2**, you will see how to modify a previously created template.

# TO BEGIN CREATING OR MODIFYING A TEMPLATE

# **ACTION:**

On the Payment Request Processing Menu, type 3 for the Create Payment Requestor Template Prompt and press Enter.

SP020A SP020AO 01/08/1997 T	AUTOMATED STANDARD APPLICATION FOR PAYMENTS 01/08/97 PAYMENT REQUEST PROCESSING HH:MM:SS	
	<1> TEMPLATE PAYMENT REQUEST PROMPT	
	<2> MASTER PAYMENT REQUEST PROMPT	
	<3> CREATE PAYMENT REQUESTOR TEMPLATE PROMPT	
	<4> BOOK ENTRY ADJUSTMENT PROMPT	
	<5> PAYMENT CANCELLATION PROMPT	
	ENTER SELECTION NUMBER: 3 PRESS ENTER	
F2=EXIT	F5=MAIN	

# **RESULT:**

The Create Payment Requestor Template Prompt appears.

SP320A SP320AO 01/08/1997 T	AUTOMATED STANDARD APPLICATION FOR PAYMENTS 01/08/97 CREATE PAYMENT REQUESTOR TEMPLATE PROMPT SCREEN HH:MM:SS
ACTION:	<pre><a> ADD TEMPLATE</a></pre>
	REQUESTOR ID:
	TEMPLATE NAME:
	AGENCY LOCATION CODE/REGION: /
	RECIPIENT ID:
	F4=MENU F5=MAIN

# **EXAMPLE ONE**

Using the Create Payment Template feature, you will create and store a template.

- One Federal Agency
- One Recipient Organization
- Multiple pages of accounts

# **STEP 1 - ACTION:**

Fill in the prompt screen as shown below and press Enter. You select the template name - it may be up to 10 characters in length, and may contain letters, numbers or both. **NOTE:** Use your own template name for this example.

```
SP320A AUTOMATED STANDARD APPLICATION FOR PAYMENTS 01/08/97
SP320AO CREATE PAYMENT REQUESTOR TEMPLATE PROMPT SCREEN HH:MM:SS
01/08/1997 T

ACTION: A <A> ADD TEMPLATE <C> CHANGE TEMPLATE <D> DELETE TEMPLATE

REQUESTOR ID: 0101234

TEMPLATE NAME: FEDDRAW

AGENCY LOCATION CODE/REGION: 11000001 /

RECIPIENT ID: 0101111

F4=MENU F5=MAIN
```

#### **STEP 1 - RESULT:**

The following screen appears with Account IDs for the Federal Agency - Recipient Organization combination specified on the prompt. The F8=PGDN function key displayed at the bottom of the screen indicates that there are additional accounts displayed for this Federal Agency-Recipient Organization combination.

```
SP325A
                AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                      01/08/97
SP325A0
              CREATE PAYMENT REQUESTOR TEMPLATE DETAIL SCREEN
                                                                      HH:MM:SS
01/08/1997 T
TEMPLATE NAME: FEDDRAW
                                                    REQUESTOR ID: 0101234
AGENCY LOCATION CODE/REGION: 11000001/
                                                    RECIPIENT ID: 0101111
            SELECT <A> TO ADD ACCOUNTS
                                          <D> TO DELETE ACCOUNTS)
                                            ACCOUNT ID
                 SELECT
                                       F1R10001
                                       F1R10002
                                       F1R10003
                                       F1R10004
                                       F1R10005
                                       F1R10006
                                       F1R10007
                                       F1R10008
                   <X> INDICATES ACCOUNT EXISTS FOR TEMPLATE
ACTION:
            (P=POST, R=REFRESH, E=ESCAPE)
                                                F8=PGDN F9=ALC F10=RO
```

#### **STEP 2 - ACTION:**

Enter the letter A in the select field to add each desired Account ID to the Template. Enter the letter P in the action field and press Enter.

```
SP325A
               AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                               01/08/97
SP325A0
             CREATE PAYMENT REQUESTOR TEMPLATE DETAIL SCREEN
                                                               HH:MM:SS
01/08/1997 T
TEMPLATE NAME: FEDDRAW
                                               REQUESTOR ID: 0101234
                                               RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION: 11000001/
          ACCOUNT ID
               SELECT
                                   F1R10001
                                   F1R10002
                                   F1R10003
                                   F1R10004
                Α
                                   F1R10005
                                   F1R10006
                Α
                                   F1R10007
                                   F1R10008
                 <X> INDICATES ACCOUNT EXISTS FOR TEMPLATE
ACTION: P
          (P=POST, R=REFRESH, E=ESCAPE)
                                           F8=PGDN F9=ALC F10=RO
```

## **STEP 2 - RESULT:**

The system posts the template.

```
SP325A
               AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                01/08/97
SP325A0
             CREATE PAYMENT REQUESTOR TEMPLATE DETAIL SCREEN
                                                                HH:MM:SS
01/08/1997 T
TEMPLATE NAME: FEDDRAW
                                               REQUESTOR ID: 0101234
AGENCY LOCATION CODE/REGION: 11000001/
                                               RECIPIENT ID: 0101111
           SELECT
                                        ACCOUNT ID
                                   F1R10001
                                   F1R10002
                                   F1R10003
                                   F1R10004
                                   F1R10005
                 Α
                 Α
                                   F1R10006
                                   F1R10007
                                   F1R10008
                 <X> INDICATES ACCOUNT EXISTS FOR TEMPLATE
          (P=POST, R=REFRESH, E=ESCAPE)
                                                               F11=NWTP
       F3=PRMT F4=MENU F5=MAIN
10045 PAYMENT REQUESTOR TEMPLATE POSTED SUCCESSFULLY.
```

# **STEP 3 - ACTION:**

Press F11=NWTP (new template) to return to the Create Payment Requestor Template Prompt screen.

```
AUTOMATED STANDARD APPLICATION FOR PAYMENTS
SP325A
                                                               01/08/97
SP325AO
             CREATE PAYMENT REQUESTOR TEMPLATE DETAIL SCREEN
                                                               HH:MM:SS
01/08/1997 T
TEMPLATE NAME: FEDDRAW
                                               REQUESTOR ID: 0101234
AGENCY LOCATION CODE/REGION: 11000001/
                                               RECIPIENT ID: 0101111
           SELECT
                                       ACCOUNT ID
                                  F1R10001
                                   F1R10002
                                   F1R10003
                                   F1R10004
                                   F1R10005
                 Α
                 Α
                                   F1R10006
                 Α
                                   F1R10007
                                   F1R10008
                 <X> INDICATES ACCOUNT EXISTS FOR TEMPLATE
ACTION:
          (P=POST, R=REFRESH, E=ESCAPE)
       F3=PRMT F4=MENU F5=MAIN
                                                              F11=NWTP
10045 PAYMENT REQUESTOR TEMPLATE POSTED SUCCESSFULLY.
```

## **STEP 3 - RESULT:**

The Create Payment Requestor Template Prompt Screen appears. Note: The Requestor ID does not appear automatically when returning to the prompt screen via the F11 option.

```
SP320A AUTOMATED STANDARD APPLICATION FOR PAYMENTS 01/08/97
SP320AO CREATE PAYMENT REQUESTOR TEMPLATE PROMPT SCREEN HH:MM:SS
01/08/1997 T

ACTION: <a href="https://doi.org/10.1001/journal.color:">APPLICATION FOR PAYMENTS 01/08/97 HH:MM:SS 01/08/97 HH:MM:SS 01/08/1997 T

ACTION: <a href="https://doi.org/10.1001/journal.color:">APPLICATION COLOR: TEMPLATE PROMPT SCREEN HH:MM:SS 01/08/97 HH
```

## **EXAMPLE TWO**

Using the Create Payment Template feature, you will make changes to a previously created template.

- One Federal Agency
- One Recipient Organization
- Multiple screens of accounts

## **STEP 1 - ACTION:**

Fill in the prompt screen as shown below and press Enter. You will use action C to Change, and you will enter the template name of the template that you created in Example 1.

```
SP320A
                AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                     01/08/97
SP320AO
              CREATE PAYMENT REQUESTOR TEMPLATE PROMPT SCREEN
                                                                     HH:MM:SS
01/08/1997 T
   ACTION: C <A> ADD TEMPLATE
                                 <C> CHANGE TEMPLATE
                                                           <D> DELETE TEMPLATE
                  REQUESTOR ID:
                                  0101234
                  TEMPLATE NAME: FEDDRAW
                  AGENCY LOCATION CODE/REGION: 11000001 /
                                  0101111
                  RECIPIENT ID:
            F4=MENU F5=MAIN
```

## **STEP 1 - RESULT:**

The following screen appears with Account IDs for the Federal Agency - Recipient Organization combination specified on the prompt. The accounts that are already on this template are indicated with an X before the Account ID. The F8=PGDN function key indicates that there are additional pages of account IDs for this Federal Agency-Recipient Organization combination.

```
SP325A
                 AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                       01/08/97
               CREATE PAYMENT REQUESTOR TEMPLATE DETAIL SCREEN
                                                                       HH:MM:SS
SP325A0
01/08/1997 T
                                                    REQUESTOR ID: 0101234
TEMPLATE NAME: FEDDRAW
AGENCY LOCATION CODE/REGION: 11000001/
                                                    RECIPIENT ID: 0101111
            SELECT <A> TO ADD ACCOUNTS
                                          <D> TO DELETE ACCOUNTS)
                 SELECT
                                            ACCOUNT ID
                                       F1R10001
                                       F1R10002
                                       F1R10003
                                       F1R10004
                             х
                                       F1R10005
                             Х
                                       F1R10006
                                       F1R10007
                             Х
                                       F1R10008
                   <X> INDICATES ACCOUNT EXISTS FOR TEMPLATE
ACTION:
            (P=POST, R=REFRESH, E=ESCAPE)
                                                F8=PGDN F9=ALC F10=R0
```

# **STEP 2 - ACTION:**

Enter the letter A in the select field for each desired Account ID to be added to the Template. Enter the letter D in the select field for each desired Account ID to be deleted from the Template.

Enter the letter P in the action field and press Enter to post the template.

```
AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                       01/08/97
SP325A
SP325A0
               CREATE PAYMENT REQUESTOR TEMPLATE DETAIL SCREEN
                                                                      HH:MM:SS
01/08/1997 T
TEMPLATE NAME: FEDDRAW
                                                    REQUESTOR ID: 0101234
AGENCY LOCATION CODE/REGION: 11000001/
                                                    RECIPIENT ID: 0101111
            SELECT <A> TO ADD ACCOUNTS
                                          <D> TO DELETE ACCOUNTS)
                 SELECT
                                            ACCOUNT ID
                                       F1R10001
                    Α
                                       F1R10002
                    Α
                                       F1R10003
                    Α
                                       F1R10004
                    D
                                       F1R10005
                             Χ
                    D
                             Х
                                       F1R10006
                    D
                             Х
                                       F1R10007
                                       F1R10008
                   <X> INDICATES ACCOUNT EXISTS FOR TEMPLATE
          (P=POST, R=REFRESH, E=ESCAPE)
ACTION: P
                                                        F9=ALC F10=RO
```

**STEP 2 - RESULT:** 

The system posts the revised template.

```
AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                       01/08/97
SP325A
SP325A0
               CREATE PAYMENT REQUESTOR TEMPLATE DETAIL SCREEN
                                                                      HH:MM:SS
01/08/1997 T
TEMPLATE NAME: FEDDRAW
                                                    REQUESTOR ID: 0101234
AGENCY LOCATION CODE/REGION: 11000001/
                                                    RECIPIENT ID: 0101111
            SELECT <A> TO ADD ACCOUNTS
                                          <D> TO DELETE ACCOUNTS)
                 SELECT
                                            ACCOUNT ID
                                       F1R10001
                   Α
                   Α
                                       F1R10002
                   Α
                                       F1R10003
                                       F1R10004
                   D
                             X
                                       F1R10005
                   D
                             X
                                       F1R10006
                                       F1R10007
                                       F1R10008
                   <X> INDICATES ACCOUNT EXISTS FOR TEMPLATE
           (P=POST, R=REFRESH, E=ESCAPE)
ACTION:
        F3=PRMT F4=MENU F5=MAIN
                                                                      F11=NWTP
10045 PAYMENT REQUESTOR TEMPLATE POSTED SUCCESSFULLY.
```

**STEP 3 - ACTION:** 

Press F4=MENU to return to the Payment Request Processing screen.

SP325A AUTOMATED STANDAR SP325AO CREATE PAYMENT REQU 01/08/1997 T		
TEMPLATE NAME: FEDDRAW AGENCY LOCATION CODE/REGION: 11000	REQUESTOR ID: 001/ RECIPIENT ID:	
SELECT <a> TO ADD ACCO</a>	UNTS <d> TO DELETE ACCOUNTS)</d>	
D X D X	ACCOUNT ID  F1R10001  F1R10002  F1R10003  F1R10004  F1R10005  F1R10006  F1R10007  F1R10008  CCOUNT EXISTS FOR TEMPLATE	
ACTION: (P=POST, R=REFRESH, E=E F3=PRMT F4=MENU F5=MAIN I0045 PAYMENT REQUESTOR TEMPLATE P	,	F11=NWTP

# **STEP 3 - RESULT:**

The Payment Request Processing menu appears.

SP020A SP020AO 01/08/1997 T	AUTOMATED STANDARD APPLICATION FOR PAYMENTS 01/08/97 PAYMENT REQUEST PROCESSING HH:MM:SS
	<1> TEMPLATE PAYMENT REQUEST PROMPT
	<2> MASTER PAYMENT REQUEST PROMPT
	<3> CREATE PAYMENT REQUESTOR TEMPLATE PROMPT
	<4> BOOK ENTRY ADJUSTMENT PROMPT
	<5> PAYMENT CANCELLATION PROMPT
	ENTER SELECTION NUMBER: PRESS ENTER
F2=EXIT	F5=MAIN

# **SECTION 3.2.2**

# TEMPLATE SUMMARY PAYMENT REQUEST

# **GUIDE TO EXAMPLES**

The following pages contain an example of how to use the template you created in the previous section to make payment requests.

**Example 1** shows you how to use a template to make a payment request against accounts associated with a single Federal Agency - Recipient Organization combination. All users should complete the steps in this example.

# **NOTE:**

- ACH payments may be warehoused for future settlement from the Template Payment Request option.
- In the event that a Template request for a warehoused payment includes funds from more than one Federal Agency, all of the accounts in question must permit payment warehousing.

# TO BEGIN MAKING A TEMPLATE PAYMENT REQUEST

# **ACTION:**

On the Payment Request Processing Menu, type 1 for the Template Payment Request Prompt and press Enter.

SP020A SP020AO 01/08/1997 T	AUTOMATED STANDARD APPLICATION FOR PAYMENTS 01/08/97 PAYMENT REQUEST PROCESSING HH:MM:SS	
	<1> TEMPLATE PAYMENT REQUEST PROMPT	
	<2> MASTER PAYMENT REQUEST PROMPT	
	<3> CREATE PAYMENT REQUESTOR TEMPLATE PROMPT	
	<4> BOOK ENTRY ADJUSTMENT PROMPT	
	<5> PAYMENT CANCELLATION PROMPT	
	ENTER SELECTION NUMBER: 1 PRESS ENTER	
F2=EXIT	F5=MAIN	

# **RESULT:**

The Template Payment Request Prompt appears.

SP025B SP025BO 01/08/1997 T	AUTOMATED STANDARD APPLICATION FOR PAYMENTS TEMPLATE PAYMENT REQUEST PROMPT SCREEN	01/08/97 HH:MM:SS
REQUESTOR ID: TEMPLATE NAME:	0101234	
TYPE OF PAYMENT	: (I OR S)	
SETTLEMENT DATE REQUESTOR REFER		
	F4=MENU F5=MAIN	

# **EXAMPLE ONE**

Using the Template Summary Request feature, we will draw funds from one Federal Agency on

behalf of one Recipient Organization, using a previously created template. We are requesting an ACH payment.

- One Federal Agency
- ► One Recipient Organization
- ► Single page of accounts
- ACH payment

**NOTE:** Using the Template Summary Request feature eliminates the need to repeat the usage of the Agency Location Code/Region and the Recipient ID. These fields are automatically brought forward by completing the TEMPLATE NAME field.

## **STEP 1 - ACTION:**

Fill in the prompt screen as shown below and press Enter. Use the template you created in the previous section.

```
SP025B AUTOMATED STANDARD APPLICATION FOR PAYMENTS 01/08/97
SP025BO TEMPLATE PAYMENT REQUEST PROMPT SCREEN HH:MM:SS
01/08/1997 T

REQUESTOR ID: 0101234
TEMPLATE NAME: FEDDRAW

TYPE OF PAYMENT: S (I OR S)

SETTLEMENT DATE: 01/09/1997
REQUESTOR REFERENCE NUMBER:

F4=MENU F5=MAIN
```

#### **STEP 1 - RESULT:**

The following screen appears for the template specified on the prompt. Note that the accounts' available balances are displayed immediately on this screen.

```
01/08/97
SPOSOF
                  AUTOMATED STANDARD APPLICATION FOR PAYMENTS
SP030FO
                 SUMMARY PAYMENT REQUEST TEMPLATE ENTRY SCREEN
                                                                             HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234
                                                                          1 OF
                                                                 PAGE
                                                                                    1
TEMPLATE NAME: FEDDRAM

SETTLEMENT DATE: 01/09/1997

REQUESTOR REPLACED:

TOTAL AMOUNT REQUESTED:

OR SU ON HAND:
                                                                 TYPE OF PAYMENT: S
                                         REQUESTOR REFERENCE NUM:
AGENCY LOCATION CODE/REGION: 11000001/ CASH ON HAND:
ASAP SEQUENCE NUMBER:
                              AVAILABLE BALANCE
      ACCOUNT ID
                                                            AMOUNT REQUESTED
                                                                                ITM #
  F1R10001
                                      $500,000.00
  F1R10002
                                      $370,000.00
  F1R10003
                                      $495,000.00
ACTION:
           (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
```

## **STEP 2 - ACTION:**

Enter the TOTAL AMOUNT REQUESTED, which will be the amount of the summary payment, then enter the AMOUNT REQUESTED from each desired Account ID. Enter the letter P in the

Action field and press Enter.

```
SPOSOF
                 AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                         01/08/97
SP030FO
                SUMMARY PAYMENT REQUEST TEMPLATE ENTRY SCREEN
                                                                         HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234
                                                             PAGE
                                                                       1 OF
                                                             TYPE OF PAYMENT: S
TEMPLATE NAME: FEDDRAW
SETTLEMENT DATE: 01/09/1997 REQUESTOR REFERENCE NUM: RECIPIENT ID: 0101111 TOTAL AMOUNT REQUESTED: 3000
AGENCY LOCATION CODE/REGION: 11000001/ CASH ON HAND:
ASAP SEQUENCE NUMBER:
     ACCOUNT ID AVAILABLE BALANCE $500,000.00
                                                        AMOUNT REQUESTED
                                                                            ITM #
                            $500,000.00 1000
$370,000.00 1000
  F1R10001
  F1R10002
  F1R10003
                                    $495,000.00
                                                              1000
ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
```

## **STEP 2 - RESULT:**

The system posts your entries. The screen displays the updated available balances which reflects your summary payment request. The system also assigns an ASAP Sequence Number to the summary payment and Item Numbers to each component request.

```
SP030F
                 AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                          01/08/97
SP030FO
                 SUMMARY PAYMENT REQUEST TEMPLATE ENTRY SCREEN
                                                                         HH:MM:SS
01/08/1997 T
TEMPLATE NAME: FEDDRAW
SETTLEMENT DATE
                                                              PAGE
                                                                       1 OF
TEMPLATE NAME: FEDDRAW

SETTLEMENT DATE: 01/09/1997

REQUESTOR REFERENCE 1....

TOTAL AMOUNT REQUESTED: $3,000.00
                                                              TYPE OF PAYMENT: S
ASAP SEQUENCE NUMBER: 01/08/1997 E1QM2E7V 000001 1100535
     ACCOUNT ID AVAILABLE BALANCE AMOUNT REQUESTED
                                    $1,000.00 $1,000.00
$369,000.00 $1,000.00
$494,000.00
                                                                              TTM #
  F1R10001
                                                                             01
  F1R10002
                                                                                02
  F1R10003
                                                                                03
         (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
       F3=PRMT F4=MENU F5=MAIN
                                                                          F11=NWTP
10043 SUMMARY PAYMENT REQUESTED POSTED SUCCESSFULLY.
```

#### **STEP 3 - ACTION:**

F3=PRMT to return to a blank Template Payment Request Prompt.

AUTOMATED STANDARD APPLICATION FOR PAYMENTS 01/08/97 SP030F SP030FO SUMMARY PAYMENT REQUEST TEMPLATE ENTRY SCREEN HH:MM:SS 01/08/1997 T REQUESTOR ID: 0101234 SUMMARY POSTED PAGE 1 OF 1 TEMPLATE NAME: FEDDRAW TYPE OF PAYMENT: S SETTLEMENT DATE: 01/09/1997 REQUESTOR REFERENCE NUM:
RECIPIENT ID: 0101111 TOTAL AMOUNT REQUESTED: \$3,000.00 AGENCY LOCATION CODE/REGION: 11000001/ CASH ON HAND: ASAP SEQUENCE NUMBER: 01/08/1997 E1QM2E7V 000001 1100535 AMOUNT REQUESTED ACCOUNT ID AVAILABLE BALANCE ITM # \$1,000.00 F1R10001 \$499,000.00 01 \$369,000.00 \$1,000.00 F1R10002 0.2 F1R10003 \$494,000.00 \$1,000.00 03 ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP) F3=PRMT F4=MENU F5=MAIN F11=NWTP 10043 SUMMARY PAYMENT REQUESTED POSTED SUCCESSFULLY.

## **STEP 3 - RESULT:**

# The blank prompt screen appears.

SP025B AUTOMATED STANDARD APPLICATION FOR PAYMENTS 01/08/97 SP025BO TEMPLATE PAYMENT REQUEST PROMPT SCREEN HH:MM:SS 01/08/1997 T

REQUESTOR ID: TEMPLATE NAME:

TYPE OF PAYMENT: (I OR S)

SETTLEMENT DATE: REQUESTOR REFERENCE NUMBER:

# SECTION 3.2.3 TEMPLATE PAYMENT REQUESTS: INDIVIDUAL PAYMENTS

## **GUIDE TO EXAMPLES**

The following pages contain examples of how to use the Template Individual Payment Request feature to draw funds.

**Recall** that a summary payment must be an ACH payment, but an individual payment may be either an ACH payment or a same-day Fedwire payment.

**Example 1** shows you how to use a previously created template to make Fedwire payment requests against accounts associated with one Federal Agency and one Recipient Organization.

**Example 2** shows you how to use a previously created template to make individual ACH payment requests against accounts associated with one Federal Agency and one Recipient Organization.

## \*\*\*VERY IMPORTANT\*\*\*

A significant difference between summary and individual payment request processing is:

- summary payment requests are **posted ONCE** regardless of how many pages of accounts are requested against.
- individual payment requests must be **posted one page at a time**.

# **EXAMPLE ONE**

Using the Template Individual Request feature, we will draw funds from one Federal Agency on behalf of one Recipient Organization, selecting from a single screen of accounts. We will request a same-day Fedwire payment.

- One Federal Agency
- One Recipient Organization
- One screen of accounts
- Same-day (Fedwire) payment

## **STEP 1 - ACTION:**

Fill in the prompt screen as shown below (specifying same-day settlement) and press Enter. Use the template that you created in Example 1 of the Create Payment Requestor Template section.

```
SP025B AUTOMATED STANDARD APPLICATION FOR PAYMENTS 01/08/97
SP025BO TEMPLATE PAYMENT REQUEST PROMPT SCREEN HH:MM:SS
01/08/1997 T

REQUESTOR ID: 0101234
TEMPLATE NAME: FEDDRAW

TYPE OF PAYMENT: I (I OR S)

SETTLEMENT DATE: 01/08/1997
REQUESTOR REFERENCE NUMBER:
```

# **STEP 1 - RESULT:**

The following screen appears for the template specified on the prompt.

```
SP030F
                AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                  01/08/97
SP030FO
               INDIVIDUAL PAYMENT REQUEST TEMPLATE ENTRY SCREEN
                                                                   HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234
                                                        PAGE
                                                               1 OF
                                                        TYPE OF PAYMENT: I
TEMPLATE NAME: FEDDRAW
SETTLEMENT DATE: 01/08/1997
                                  REQUESTOR REFERENCE NUM:
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION: 11000001/ CASH ON HAND:
ASAP SEQUENCE NUMBER:
                                             SDP FLAG
    ACCOUNT ID
                   AVAILABLE BALANCE
           AMOUNT REQUESTED SETTLEMENT DATE REQ REF NUM
                                                                      ITM #
  F1R10001
                               $499,000.00
                             01 / 08 / 1997
  F1R10002
                               $369,000.00
                                                     N
                             01 / 08 / 1997
  F1R10003
                                $494,000.00
                                                     N
                             01 / 08 / 1997
ACTION:
         (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
```

## **STEP 2 - ACTION:**

Change the SDP FLAG indicator to Y to correspond to the settlement date and enter the AMOUNT REQUESTED from each desired account. Enter the letter P in the Action field and press Enter.

```
SP030F
               AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                 01/08/97
SP030FO
              INDIVIDUAL PAYMENT REQUEST TEMPLATE ENTRY SCREEN
                                                               HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234
                                                              1 OF
                                                      PAGE
                                                                       1
TEMPLATE NAME: FEDDRAW
                                                      TYPE OF PAYMENT: I
SETTLEMENT DATE: 01/08/1997
                             REQUESTOR REFERENCE NUM:
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION: 11000001/ CASH ON HAND:
ASAP SEQUENCE NUMBER:
                                            SDP FLAG
    ACCOUNT ID
                 AVAILABLE BALANCE
         AMOUNT REQUESTED SETTLEMENT DATE REQ REF NUM
                                                                    ITM #
                            $499,000.00
01 / 08 / 1997
 F1R10001
      1000
                              $369,000.00
 F1R10002
                                                  Y
      1000
                           01 / 08 / 1997
 F1R10003
                              $494,000.00
                                                   Y
      1000
                            01 / 08 / 1997
ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
```

# **STEP 2 - RESULT:**

The system posts your entries. The screen displays the updated available balances which reflect your payment requests.

SP030FO			FOR PAYMENTS LATE ENTRY SCREEN	
TEMPLATE NAME:				1 OF 1 F PAYMENT: I
RECIPIENT ID: AGENCY LOCATION	0101111 ON CODE/REGION: 1	REQUESTOR TOTAL AMOUNT RE .1000001/ CASH	QUESTED: ON HAND:	
~		<b>997 E1QM2E7V 00000</b> Allable Balance		
AN F1R10001	-	SETTLEMENT DATE \$498,000.00		ITM #
F1R10002		01 / 08 / 1997 \$368,000.00 01 / 08 / 1997	Y	01 02
F1R10003	. ,	\$493,000.00 01 / 08 / 1997	Y	03
	. ,	/ /		
F3=PRN	T F4=MENU F5=MA	==:	APE, J=JUMP)  VERIFY ALL PAGES 1	F11=NWTP

**STEP 3 - ACTION:** 

F3=PRMT to return to a blank Template Payment Request Prompt.

SP030F	AUTOMATED ST.	ANDARD APPLICATION	N FOR PAYMENTS	01/08/97
SP030FO	INDIVIDUAL PAY	MENT REQUEST TEMP	PLATE ENTRY SCREEN	HH:MM:SS
01/08/1997 T				
REQUESTOR ID: 01	01234 REÇ	QUEST(S) POSTED	PAGE	1 OF 1
TEMPLATE NAME: F				PAYMENT: I
		REQUESTOR		
		TOTAL AMOUNT RE	~	
		L1000001/ CASH		
ASAP SEQUENCE NUI	MBER: 01/08/19	997 E1QM2E7V 00000	3 1349467	
A COOLDING TO	2.7.7	TIADID DALAMOD		
		AILABLE BALANCE		T
F1R10001	NI REQUESTED	SETTLEMENT DATE \$498,000.00	REQ REF NOM Y	ITM #
FIRIUUUI	¢1 000 00	01 / 08 / 1997	ī	01
F1R10002	\$1,000.00		Y	O1
11110002	\$1.000.00	01 / 08 / 1997	-	0.2
F1R10003	41,000.00	\$493,000.00	Y	02
	\$1,000.00	01 / 08 / 1997		03
		/ /		
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)				
	F4=MENU F5=MAI			F11=NWTP
I0042 INDIVIDUA	L PAYMENT REQU	JEST(S) APPROVED.	VERIFY ALL PAGES H	AVE POSTED.

# **STEP 3 - RESULT:**

The blank prompt screen appears.

```
SP025B AUTOMATED STANDARD APPLICATION FOR PAYMENTS
SP025BO TEMPLATE PAYMENT REQUEST PROMPT SCREEN

REQUESTOR ID:
TEMPLATE NAME:

TYPE OF PAYMENT: (I OR S)

SETTLEMENT DATE:
REQUESTOR REFERENCE NUMBER:

F4=MENU F5=MAIN
```

# **EXAMPLE TWO**

Using the Template Individual Request feature, we will draw funds on behalf of one Recipient organization from one Federal Agency, selecting from one screen of accounts. We will request individual ACH payments.

- One Federal Agency
- One Recipient Organization
- One screen of accounts
- ACH payments

## **STEP 1 - ACTION:**

Fill in the prompt screen as shown below and press Enter.

SP025B AUTOMATED STANDARD APPLICATION FOR PAYMENTS
SP025BO TEMPLATE PAYMENT REQUEST PROMPT SCREEN
HH:MM:SS
01/08/1997 T

REQUESTOR ID: 0101234
TEMPLATE NAME: FEDDRAW

TYPE OF PAYMENT: I (I OR S)

SETTLEMENT DATE: 01 / 09 / 1997
REQUESTOR REFERENCE NUMBER: TRAINING

F4=MENU F5=MAIN

## **STEP 1 - RESULT:**

The following screen appears for the template specified on the prompt.

```
SP030F
                 AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                      01/08/97
SP030FO
               INDIVIDUAL PAYMENT REQUEST TEMPLATE ENTRY SCREEN
                                                                      HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234
                                                          PAGE
                                                          TYPE OF PAYMENT: I
TEMPLATE NAME: FEDDRAW
                                    REQUESTOR REFERENCE NUM: TRAINING
SETTLEMENT DATE: 01/09/1997
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION: 11000001/ CASH ON HAND:
ASAP SEQUENCE NUMBER:
     ACCOUNT ID
                          AVAILABLE BALANCE
                                                   SDP FLAG
           AMOUNT REQUESTED SETTLEMENT DATE REQ REF NUM
                                                                         TTM #
  F1R10001
                                 $498,000.00
                              01 / 09 / 1997
  F1R10002
                                 $368,000.00
                                                        Ν
                               01 / 09 / 1997
  F1R10003
                                 $493,000.00
                                                        N
                               01 / 09 / 1997
ACTION:
          (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
```

## **STEP 2 - ACTION:**

Leave the SDP Flag as N for No, since you are requesting ACH payments. Enter the AMOUNT REQUESTED from each desired Account ID. Enter the letter P in the Action field and press Enter.

	O STANDARD APPLICATION FOR L PAYMENT REQUEST TEMPLATE	·-	01/08/97 HH:MM:SS
REQUESTOR ID: 0101234		PAGE	1 OF 1
TEMPLATE NAME: FEDDRAW	DECLINATION DEED	_	F PAYMENT: I
RECIPIENT ID: 0101111	P7 REQUESTOR REF	ERENCE NUM-TRAI	INING
	ON: 11000001/ CASH ON H	AND:	
ASAP SEQUENCE NUMBER:			
ACCOUNT ID	AVAILABLE BALANCE	SDP FLAG	
	FED SETTLEMENT DATE REQ	-	ITM #
F1R10001	\$498,000.00	N	
1000	01 / 09 / 1997		
F1R10002	\$368,000.00	N	
1000	01 / 09 / 1997	-	
F1R10003	\$493,000.00	N	
1000	01 / 09 / 1997		
	/ /		
ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)			

## **STEP 2 - RESULT:**

The system posts your entries.

```
SP030F
                AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                    01/08/97
               INDIVIDUAL PAYMENT REQUEST TEMPLATE ENTRY SCREEN
SP030F0
                                                                    HH:MM:SS
01/08/1997 T
REOUESTOR ID: 0101234
                         REQUEST(S) POSTED
                                                         PAGE
                                                                 1 OF
TEMPLATE NAME: FEDDRAW
                                                        TYPE OF PAYMENT: I
SETTLEMENT DATE: 01/09/1997
                                   REQUESTOR REFERENCE NUM: TRAINING
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION: 11000001/
                                        CASH ON HAND:
ASAP SEQUENCE NUMBER: 01/08/1997 E1QM2E7V 000003 1349467
    ACCOUNT ID
                         AVAILABLE BALANCE
                                                   SDP FLAG
           AMOUNT REQUESTED SETTLEMENT DATE REQ REF NUM
                                                                        ITM #
                 $497,000.00
$1,000.00 01 / 09 / 1997
  F1R10001
                                                                          01
                               $367,000.00
 F1R10002
                                                       N
                 $1,000.00 01 / 09 / 1997
                                                                          02
  F1R10003
                                $492,000.00
                                                       Ν
                 $1,000.00 01 / 09 / 1997
                                                                          03
         (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
ACTION:
       F3=PRMT F4=MENU F5=MAIN
                                                                    F11=NWTP
10042 INDIVIDUAL PAYMENT REQUEST(S) APPROVED.
                                              VERIFY ALL PAGES HAVE POSTED.
```

# **STEP 3 - ACTION:**

Press F5=MAIN function key to return to the Main menu.

SP030F AUTOMATED STANDARD A		
SP030FO INDIVIDUAL PAYMENT RE	QUEST TEMPLATE ENTRY	SCREEN HH:MM:SS
01/08/1997 T		
REQUESTOR ID: 0101234 REQUEST(S)	POSTED	PAGE 1 OF 1
TEMPLATE NAME: FEDDRAW	DECLERCED DEFENDANCE	TYPE OF PAYMENT: I
SETTLEMENT DATE: 01/09/1997 RECIPIENT ID: 0101111	REQUESTOR REFERENCE	NUM: TRAINING
AGENCY LOCATION CODE/REGION: 11000001	/ CASH ON HAND:	
ASAP SEQUENCE NUMBER: 01/08/1997 E10M		
TIDIL BEGODINGE NONDER OI / 00/ 199 / BIQL	227 7 000003 1319107	
ACCOUNT ID AVAILABLE	BALANCE SDP	FLAG
AMOUNT REQUESTED SETTLE		UM ITM #
F1R10001 \$49	7,000.00 N	
\$1,000.00 01 / 0	8 / 1997	01
·		
\$1,000.00 01 / 0		02
·	2,000.00 N	
\$1,000.00 01 / 0	8 / 1997	03
,	,	
ACTION: (P=POST, V=VALIDATE, R=REFF	FSH E=ESCADE .T=.TIIMD	)
F3=PRMT F4=MENU F5=MAIN	LEIT, H-HECTILL, U-UUME	F11=NWTP
10042 INDIVIDUAL PAYMENT REQUEST(S)	APPROVED. VERIFY ALL	

# **STEP 3 - RESULT:**

The Main menu appears.

SP010A A SP010AO 01/08/1997 T	UTOMATED STANDARD APPLICATION FOR MAIN MENU SELECTIONS	PAYMENT	S	01/08/97 HH:MM:SS
<2> <3> <4> <5> <6>	PAYMENT REQUEST PROCESSING INQUIRY MENU ACCOUNT/AUTHORIZATION PROCESSING RETURNED PAYMENT PROCESSING TABLE MAINTENANCE FRB SUPPORT PROCESSING REPORT REQUEST PROCESSING			
ASAP ID: ORGANIZATION	ACCESS CODE:		SELECTION ENTER	NUMBER:
F2=EXIT				

# **SECTION 3.3**

# **PAYMENT CANCELLATION**

# **PURPOSE**

In this section you will learn how to use the Payment Cancellation feature to cancel approved ACH payments that have not yet been sent to the ACH system.

#### **OVERVIEW**

Since users have the ability to warehouse ACH payments up to 32 days into the future, it is necessary to be able to view these warehoused payments and cancel them if necessary. Through an option that is located on the Payment Request Processing Main Menu, users may cancel pending ASAP ACH payments. A pending payment is defined as either a next day ACH payment that has been approved, but not yet sent to the ACH system or an approved, future-dated (warehoused) ACH payment which also has not yet been sent to the ACH system.

Once selecting the Payment Cancellation option from the Payment Request Processing Main Menu, users will be presented with a list of payments that are eligible for cancellation. Only payments that appear on this screen are subject to cancellation. Users may select a particular payment from the summary list and will be required to view the detail of the payment prior to canceling it. If a user chooses to cancel a payment, the available balance(s) for the effected account(s) will be automatically updated. Users have immediate access to these funds.

## **NOTE:**

- During the development of this functionality, our Federal Agency partners indicated that they would also have a need to potentially cancel pending ACH payments. All parties should be aware of conditions that lead to the need for a Federal Agency to cancel a payment. ASAP will request Federal Agencies to notify the recipient organization/payment requestor if there is a need to cancel a payment.
- There are limitations on the types of ACH payments that Federal Agencies may cancel. In the event that a summary payment includes items that cross multiple ALC's, the Federal Agency would need to contact the payment requestor and ask them to cancel the payment in question.

The following Example illustrates how to cancel a pending ACH payment:

# **SECTION 3.3.1**

# **PAYMENT CANCELLATION:**

# **GUIDE TO EXAMPLE**

The following pages contain an example of how to use the Payment Cancellation feature to delete a pending ACH payment.

Please note that only pending ACH payments are eligible for cancellation and they must appear on the Payment Cancellation List.

-- **All requestors** should follow Example 1 to see how this feature works.

# **EXAMPLE ONE**

Using the **Payment Cancellation** feature, we will cancel the Warehoused ACH payment that we created in **Master Summary - Example 2**.

- One Federal Agency
- One Recipient Organization
- ► Cancel a Warehoused (ACH) payment

#### **STEP 1 - ACTION:**

Fill in the prompt screen using the Agency Location Code for the Federal Agency payment that needs to be canceled and enter a date range for when the Warehoused payment was requested. (NOTE: This is the date of the request was made and NOT the future settlement date.)

SP105A AUTOMATED STANDARD APPLICATION FOR PAYMENTS 01/08/97 SP105AO PAYMENT CANCELLATION PROMPT SCREEN HH:MM:SS 01/08/1997 T ENTER: REQUESTOR ID: 0101234 AGENCY LOCATION CODE/REGION: 11000001/ RECIPIENT ID: ACCOUNT ID: REQUESTOR REFERENCE NUMBER: REQUEST DATE FROM: 12/08/1996 TO: 01/08/1997 F2=EXIT F4=MENU F5=MAIN

#### **STEP 1 - RESULT:**

NOTE: Depending on the pace at which you proceed through the payment request examples, you may see a list that includes payments other than the warehoused payment. At a minimum, you will see the warehoused payment request on this list. Select this payment and continue.

```
SP110A
               AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                  01/08/97
SP110AO
                      PAYMENT CANCELLATION LIST
                                                                  HH:MM:SS
01/08/1997 T
REQUESTOR ID: 0101234
                             REQUESTOR REFERENCE NUMBER:
ALC/REGION: 11000001/
                              REQUEST DATE FROM: 12/08/1996 TO: 01/08/1997
RECIPIENT ID:
                              RECIPIENT NAME:
ACCOUNT ID:
    ALC/REGION RO ID REQ DATE
                                    SETTLE DATE TOTAL AMOUNT
                                                                  ITEMS
SEL
    11000001/ 0101111 01/08/1997 01/22/1997 $10,000.00
                                                                    2
     F3=PRMT
              F5=MAIN
                        F7=PGUP F8=PGDN F9=ALC F10=RO F11=ACCT
```

**STEP 2 - ACTION:** 

Enter S under the SEL field to view the payment detail information.

SP110A AUTOMATED STANDARD APPLICATION FOR PAYMENTS 01/08/97 SP110AO PAYMENT CANCELLATION LIST HH:MM:SS

01/08/1997 T

REQUESTOR ID: 0101234 REQUESTOR REFERENCE NUMBER:

ALC/REGION: 11000001/ REQUEST DATE FROM: 12/08/1996 TO: 01/08/1997

RECIPIENT ID: RECIPIENT NAME:

ACCOUNT ID:

SEL ALC/REGION RO ID REQ DATE SETTLE DATE TOTAL AMOUNT ITEMS S 11000001/ 0101111 01/08/1997 01/22/1997 \$10,000.00 2

F3=PRMT F5=MAIN F7=PGUP F8=PGDN F9=ALC F10=RO F11=ACCT

#### **STEP 2 - RESULT:**

SP110A AUTOMATED STANDARD APPLICATION FOR PAYMENTS 01/08/97
SP110AO PAYMENT CANCELLATION DETAIL HH:MM:SS

01/08/1997 T

REQUEST DATE: 01/08/1997 REQUESTOR REF NUM: 132345678910124

REQUEST TIME: 10:44:00 NUMBER ITEMS: 2
SETTLEMENT DATE: 01/22/1997 REQUESTOR ID: 0101234
TOTAL REQUESTED: \$10,000.00 PAYMENT STATUS: WAREHOUSED

ASAP SEQUENCE: 01/08/1997 E1QP120V 00003 1044001

ALC/REGION RO ID ASAP ACCOUNT AMT REQUESTED AVAILABLE BALANCE ITM # 11000001/ 0101111 F1R10005 \$5,000.00 \$495,000.00 01 11000001/ 0101111 F1R10006 \$5,000.00 \$495,000.00 02

ACTION: (C=CANCEL PAYMENT, E= ESCAPE)

F11=LIST

#### **STEP 3 - ACTION:**

Once the payment detail information has been reviewed, the payment requestor has the option to cancel the payment or escape from the Payment Cancellation function. If cancellation is chosen, enter C in the Action field. If escape is chosen, enter E in the Action field.

SP110A AUTOMATED STANDARD APPLICATION FOR PAYMENTS 01/08/97 PAYMENT CANCELLATION DETAIL SP110A0 HH:MM:SS 01/08/1997 T REQUEST DATE: 01/08/1997 REQUEST TIME: 10:44:00 REQUESTOR REF NUM: 132345678910124 NUMBER ITEMS: SETTLEMENT DATE: 01/22/1997 REOUESTOR ID: 0101234 TOTAL REQUESTED: \$10,000.00 PAYMENT STATUS: WAREHOUSED ASAP SEQUENCE: 01/08/1997 E1QP12OV 00003 1044001 ALC/REGION RO ID ASAP ACCOUNT AMT REQUESTED AVAILABLE BALANCE ITM # 11000001/ 0101111 F1R10005 \$5,000.00 \$495,000.00 \$5,000.00 \$495,000.00 01 11000001/ 0101111 F1R10006 0.2 ACTION: C (C=CANCEL PAYMENT, E= ESCAPE) F11=LIST

#### **STEP 3 - RESULT:**

SP110A AUTOMATED STANDARD APPLICATION FOR PAYMENTS 01/08/97 SP110AO PAYMENT CANCELLATION DETAIL HH:MM:SS 01/08/1997 T REQUEST DATE: 01/08/1997 REQUEST TIME: 10:44:00 REOUESTOR REF NUM: 132345678910124 NUMBER ITEMS: 2 SETTLEMENT DATE: 01/22/1997 REQUESTOR ID: 0101234 TOTAL REQUESTED: \$10,000.00 PAYMENT STATUS: WAREHOUSED ASAP SEQUENCE: 01/08/1997 E1QP120V 00003 1044001 ASAP ACCOUNT AMT REQUESTED AVAILABLE BALANCE ITM # F1R10005 \$5,000.00 \$495,000.00 01 F1R10006 \$5,000.00 \$495,000.00 02 ALC/REGION RO ID 11000001/ 0101111 F1R10005 11000001/ 0101111 F1R10006 PAYMENT WILL BE CANCELED - ARE YOU SURE? (Y/N) ACTION: C (C=CANCEL PAYMENT, E= ESCAPE) F11=LIST

# **STEP 4 - ACTION:**

To confirm that you wish to cancel the payment request, respond to the Are You sure? Message by typing Y and pressing Enter.

AUTOMATED STANDARD APPLICATION FOR PAYMENTS SP110A 01/08/97 SP110AO PAYMENT CANCELLATION DETAIL HH:MM:SS 01/08/1997 T REQUEST DATE: 01/08/1997 REQUESTOR REF NUM: 132345678910124 REQUEST TIME: 10:44:00 NUMBER ITEMS: 2 SETTLEMENT DATE: 01/22/1997 REQUESTOR ID: 0101234
TOTAL REQUESTED: \$10,000.00 PAYMENT STATUS: WAREHOUSED ASAP SEQUENCE: 01/08/1997 E1QP12OV 00003 1044001 ALC/REGION RO ID ASAP ACCOUNT AMT REQUESTED AVAILABLE BALANCE ITM # F1R10005 \$5,000.00 \$495,000.00 \$5,000.00 \$495,000.00 11000001/ 0101111 01 F1R10006 11000001/ 0101111 02 PAYMENT WILL BE CANCELED - ARE YOU SURE? (Y/N) Y ACTION: C (C=CANCEL PAYMENT, E= ESCAPE) F11=LIST

## **STEP 4 - RESULT:**

Please note that amounts associated with canceled payments update the available balance of the appropriate ASAP accounts and are immediately available.

```
AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                               01/08/97
SP110A
SP110AO
                          PAYMENT CANCELLATION DETAIL
                                                                               HH:MM:SS
01/08/1997 T
                             PAYMENT CANCELED
REQUEST DATE: 01/08/1997
REQUEST TIME: 10:44:00
                                           REQUESTOR REF NUM: 132345678910124
                                           NUMBER ITEMS: 2
SETTLEMENT DATE: 01/22/1997
TOTAL REQUESTED: $10,000.00
                                         REQUESTOR ID: 0101234
                                          PAYMENT STATUS: CANCELED
ASAP SEQUENCE: 01/08/1997 E1QP120V 00003 1044001
                        ASAP ACCOUNT AMT REQUESTED AVAILABLE BALANCE ITM # F1R10005 $5,000.00 $500,000.00 01 F1R10006 $5,000.00 $500,000.00 02
ALC/REGION RO ID
11000001/ 0101111 F1R10005
11000001/ 0101111 F1R10006
PAYMENT WILL BE CANCELED - ARE YOU SURE? (Y/N) Y
ACTION: C (C=CANCEL PAYMENT, E= ESCAPE)
           F3=PRMT F4=MENU F5=MAIN
                                                            F11=LIST
E 0500 PAYMENT REQUEST CANCELED SUCCESSFULLY
```

#### **STEP 5 - ACTION:**

Once the selected payment has been canceled, press F5 = MAIN to return to the Main menu.

SP110A AUTOMATED STANDARD APPLICATION FOR PAYMENTS 01/08/97 SP110AO PAYMENT CANCELLATION DETAIL HH:MM:SS

01/08/1997 T

PAYMENT CANCELED

REQUEST DATE: 01/08/1997 REQUESTOR REF NUM: 132345678910124

REOUEST TIME: 10:44:00 NUMBER ITEMS: 2 SETTLEMENT DATE: 01/22/1997 TOTAL REQUESTED: \$10,000.00 REQUESTOR ID: 0101234 PAYMENT STATUS: CANCELED

ASAP SEQUENCE: 01/08/1997 E1QP12OV 00003 1044001

ALC/REGION RO ID ASAP ACCOUNT AMT REQUESTED AVAILABLE BALANCE ITM # 11000001/ 0101111 F1R10005 \$5,000.00 \$500,000.00 01 11000001/ 0101111 F1R10006 \$5,000.00 \$500,000.00 02

PAYMENT WILL BE CANCELED - ARE YOU SURE? (Y/N) Y

ACTION: C (C=CANCEL PAYMENT, E= ESCAPE) F3=PRMT F4=MENU F5=MAIN

F11=NPMT

E 0500 PAYMENT REQUEST CANCELED SUCCESSFULLY

#### **STEP 5 - RESULT**

SP010A AUTOMATED STANDARD APPLICATION FOR PAYMENTS 01/08/97 SP010AO MAIN MENU SELECTIONS HH:MM:SS 01/08/1997 T

- <1> PAYMENT REQUEST PROCESSING
- <2> INQUIRY MENU
  <3> ACCOUNT/AUTHORIZATION PROCESSING
  <4> RETURNED PAYMENT PROCESSING
- <5> TABLE MAINTENANCE
- <6> FRB SUPPORT PROCESSING
- <7> REPORT REQUEST PROCESSING

ASAP ID: ENTER SELECTION NUMBER:

PRESS ENTER OAC:

F2=EXIT